



S/1846/2020
19 February 2020
ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR THE EIGHTEENTH REGIONAL MEETING
OF NATIONAL AUTHORITIES OF STATES PARTIES IN ASIA
SIEM REAP, CAMBODIA
23 – 25 JUNE 2020**

1. On behalf of the Government of Cambodia and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate representatives to attend the Eighteenth Regional Meeting of National Authorities of States Parties in Asia, which will be held in Siem Reap, Cambodia, from 23 to 25 June 2020.
2. At its Eighth Session, the Conference of the States Parties (hereinafter “the Conference”) 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). On many occasions, States Parties have highlighted the value of a comprehensive and integrated approach to national implementation that is in line with each State Party’s constitutional requirements and is aimed at filling gaps in national implementation and ensuring that national implementation measures address the specific needs of each State Party, consistent with the provisions of the Convention.
3. This regional meeting will serve as a forum in which States Parties in the region can address various national implementation issues, share practices and challenges, and discuss and identify priorities in the region. The regional meeting also serves as a forum for networking among the National Authorities and the establishment of bilateral and other forms of State-to-State cooperation to further implementation of the Convention. The approaches to the capacity-building programmes of the Technical Secretariat (hereinafter “the Secretariat”) and the benefits and results achieved through the participation in such programmes will also be discussed.
4. The objectives of the meeting are for the National Authorities in the Asia region to:
 - (a) review and discuss the status of the national implementation of the Convention, and regional priorities and needs for capacity-building support;
 - (b) share and discuss practices and challenges facing States Parties in the national implementation of the Convention, and explore potential mutual cooperation and support among States Parties in Asia;



- (c) discuss approaches and means to further improve capacity-building programmes of the Secretariat that meet the specific needs of the States Parties in Asia;
 - (d) discuss the ways and means to enhance collaboration between the National Authorities and other stakeholders for the purpose of full and effective national implementation of the Convention; and
 - (e) hold bilateral meetings between the representatives of National Authorities and with the Secretariat staff on specific issues pertaining to national implementation, including progress on the adoption and enforcement of national legislation.
5. The expected results of the meeting include:
- (a) increased awareness of the status of Convention implementation, the challenges being faced, and an enhanced sense of ownership by the National Authorities of national implementation responsibilities;
 - (b) a shared understanding of the regional priorities and needs of capacity-building support as well as an agreement to move forward to work on these priorities;
 - (c) an enhanced level of coordination and collaboration among the national stakeholders that are expected to play a key role in national implementation of the Convention; and
 - (d) the collection of feedback, both on the ways and means to further improve capacity-building activities for the region and on the tools to improve national implementation, including the National Implementation Framework.
6. The provisional programme for the regional meeting is attached as Annex 1 to this Note. Participants in the meeting will be expected to contribute to the proceedings and discussions, by making presentations, providing inputs in discussions, and acting as facilitators during the sessions.
7. The Secretariat expects to be able to sponsor one participant from each State Party in the region. The nominee should be a representative of the National Authority directly responsible for or involved in Convention implementation. The nomination should specify whether sponsorship is a condition of the nominee's participation. Member States are welcome to nominate participants for whom sponsorship is not required.
8. 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 no later than four weeks prior to the event, in order 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.
9. Participants should also be fit to travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the event.

10. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them directly to the participants. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat. Participants who have not been sponsored 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, 22 June 2020** and to depart **no later than Friday, 26 June 2020**. The Secretariat's agreement is required for any changes to these arrival and departure dates. 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 they make, including cancellations, once the Secretariat has purchased tickets.
11. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Cambodia. When applying for any required entry visa, they should present the Embassy or Consulate of Cambodia with a copy of the acceptance letter from the OPCW.
12. The meetings will be conducted in English. All participants are therefore expected to have a good oral and written command of English.
13. Interested National Authorities are invited to register their nominations online **no later than 3 April 2020** through Eventus—the OPCW event management system (<https://apps.opcw.org/eventus/Home/EventDetail/179>). Interested applicants should first create an account and then register for the event. Please note that all questions marked with an asterisk (*) in the online registration form must be answered in order for the nomination to be received and for the candidate to be considered for this event. **The endorsement form attached to this Note (Annex 2, Part A) must be scanned and uploaded during the online registration process.** Nominations without an endorsement by the Head or Chief Coordinator of the National Authority will not be considered. Moreover, **each nomination must be accompanied by a questionnaire (Annex 2, Part B) filled out electronically by the participant nominated for the regional meeting.** The questionnaire should be uploaded in the “CV” section of the Eventus online platform.
14. National Authorities are kindly requested to note that the Secretariat will not accept any nominations of sponsored participants after the nomination submission deadline.
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 Fernandez (Tel: +31 (0)70 416 3850, Email: alberto.fernandez@opcw.org).

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 ASIA
SIEM REAP, CAMBODIA
23 – 25 JUNE 2020**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 23 June</i>	
08:30 – 09:00	Registration of participants
09:00 – 09:45	Opening remarks Group photograph
09:45 – 10:00	Objectives of the meeting and introduction of the themes
10:00 – 10:30	Report of the regional Chairperson – National Authority of Cambodia
<i>10:30 – 11:00</i>	<i>Coffee/tea break</i>
11:00 – 13:00	Session 1: Overall context and recent developments relevant to national implementation of the Convention – presentations followed by group discussions
<i>13:00 – 14:00</i>	<i>Lunch</i>
14:00 – 15:30	Session 1 (continued)
<i>15:30 – 16:00</i>	<i>Coffee/tea break</i>
16:00 – 17:00	Presentation of group discussion outcomes
17:00 – 17:30	Wrap-up of Day 1
<i>Wednesday, 24 June</i>	
09:00 – 10:30	Session 2: Regional priorities for the capacity-building programmes of the Secretariat – presentations followed by group discussions
<i>10:30 – 11:00</i>	<i>Coffee/tea break</i>
11:00 – 13:00	Session 2 (continued)
<i>13:00 – 14:00</i>	<i>Lunch</i>
14:00 – 15:00	Presentation of group discussion outcomes
15:00 – 15:30	Wrap-up of Day 2
<i>Thursday, 25 June</i>	
09:00 – 10:30	Session 3: Secretariat's ongoing effort towards full-cycle programme management – presentations followed by group discussions
<i>10:30 – 11:00</i>	<i>Coffee/tea break</i>
11:00 – 11:30	Session 3 (continued)
11:30 – 12:00	Presentation of group discussion outcomes
12:00 – 12:30	National Authority regional coordination mechanism – Terms of reference of the Regional Coordinator
12:30 – 13:00	Preparation of the Outcome Report of the Regional Meeting of National Authorities in 2020
<i>13:00 – 14:00</i>	<i>Lunch</i>
14:00 – 14:30	Preparation of the outcome report (continued)
14:30 – 15:30	Wrap-up of Day 3 and conclusion of the meeting Closing Remarks by the National Authority of Cambodia and the OPCW representative
<i>15:30 – 16:00</i>	<i>Coffee/tea</i>
16:00 – 17:00	Bilateral discussions as individually arranged

Annex 2 (Part A)**EIGHTEENTH REGIONAL MEETING
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This form must be signed, duly sealed, and uploaded when submitting your application electronically (<https://apps.opcw.org/eventus/Home/EventDetail/179>)

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 _____, for participation in the Eighteenth Regional Meeting of National Authorities of States Parties in Asia, to be held in Siem Reap, Cambodia, from 23 to 25 June 2020.

Signature: _____

Name: _____

Designation: _____

Telephone: _____

Email: _____

Official seal of the National Authority:

Annex 2 (Part B)

**EIGHTEENTH REGIONAL MEETING
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QUESTIONNAIRE

Does the National Authority of your country have an action plan for national implementation of the Convention?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please explain:
How many participants from your country took part in the capacity-building programmes of the International Cooperation and Assistance Division (ICA) of the OPCW in 2019? Please explain the impacts and benefits of participation in the programme, and what measures have been put in place to ensure sustainability of the impacts.	[] participants took part in the ICA programmes in 2019. Impacts and sustainability measures:
What are the current priorities for the national implementation of the Convention by your country?	
What are the activities implemented by your National Authority since the regional meeting in 2019, and what are the results achieved through these activities? Please describe.	
What activities are planned to be implemented by your National Authority in 2020?	
Are there any initiatives planned or that have been taken by your country to mainstream gender in its national implementation of the Convention? Please describe them briefly.	