



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/952/2011

26 July 2011

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR THE THIRTEENTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, THE NETHERLANDS
25 – 27 NOVEMBER 2011**

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to invite National Authorities to submit nominations for the Thirteenth Annual Meeting of National Authorities, which will be held at OPCW Headquarters in The Hague from 25 to 27 November 2011, just prior to the Sixteenth Session of the Conference of the States Parties (hereinafter “the Conference”).
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. Each year, the meeting of National Authorities includes a thematic and an informative segment. This year, the thematic segment, which will take place on 25 November 2011, will focus on the challenges faced by National Authorities in implementing the Convention. During this segment, representatives of National Authorities will have the opportunity to discuss the five areas mentioned below in facilitated break-out groups along with their counterparts from different regions, and thereafter to report to the plenary session regarding their findings and solutions:
 - (a) preparing and submitting declarations under Article VI of the Convention as well as the transfers regime under the Convention;
 - (b) management of inspections under Article VI of the Convention;
 - (c) drafting and enacting national implementing legislation;
 - (d) assistance and protection under Article X of the Convention; and
 - (e) Chemical-safety management.



4. The objectives are:
 - (a) to provide an occasion for National Authorities to highlight and work through issues in connection with the above areas in order to enhance their capacity to comply with their obligations under the Convention;
 - (b) to promote cooperation among National Authorities in order to further the implementation of the Convention at the regional level; and
 - (c) to promote cooperation between the States Parties and the Secretariat in order to enhance the implementation of the Convention.
5. In order for the Secretariat to provide optimum logistical arrangements, applicants are requested to indicate which break-out group they would like to participate in by ticking (✓) the appropriate box on the nomination form (attached as Annex 2 to this Note).
6. During the informative segment on 26 November 2011, National Authorities will receive an update on recent developments in Article VI issues, the progress made in implementing Article VII of the Convention, and the impact of programmes of the International Cooperation and Assistance Division (ICA). They will also be provided with information on issues to be discussed during the Conference when it meets for its Sixteenth Session (from 28 November to 2 December 2011). On 26 November, National Authorities will also have the opportunity to meet in their respective regional groups to identify key areas for the Secretariat to focus on in regard to implementation-support programmes in 2012.
7. The presence in The Hague of the representatives of so many National Authorities, in conjunction with the Sixteenth Session of the Conference, will provide a unique opportunity for these representatives to meet with Secretariat officials to discuss issues of specific interest to individual States Parties. The morning of 27 November 2011 will be reserved for this purpose. Interested National Authorities are requested to tick (✓) the appropriate box(es) on the nomination form in order to inform the Secretariat beforehand of the particular national-implementation issues they would like to discuss, thus enabling the appropriate Secretariat officials to be prepared for the relevant consultations. During the meeting, the Secretariat may also invite participants to discuss implementation issues on a bilateral basis. National Authorities that wish to discuss draft legislation are encouraged to submit drafts in advance and to contact the Office of the Legal Adviser (LAO) before the meeting to discuss their specific needs. The e-mail address of the LAO is legal@opcw.org, and the contact telephone numbers are +31 (0)70 416 3779 and +31 (0)70 416 3814.
8. National Authorities are invited to nominate representatives who have been or will be directly involved in the implementation of the Convention, particularly in their day-to-day activities. Representatives of the stakeholders of National Authorities are also invited to attend.
9. The provisional programme for the meeting is attached as Annex 1 to this Note.
10. Interpretation services will be provided in all the official languages of the OPCW only on 25 and 26 November 2011. No interpretation services will be available during the

regional group meetings during the afternoon of 26 November or during the bilateral consultations on the morning of 27 November.

11. The Secretariat expects to be able to sponsor the participation of a limited number of representatives of National Authorities. 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, meals, accommodation, and medical insurance and will provide a limited subsistence allowance to cover sundry expenses. Sponsored participants who do not intend to use the accommodation provided by the Secretariat are requested to indicate that 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.
12. 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 Thursday, 24 November 2011**, and to depart **no later than Monday, 28 November 2011**. Participants wishing to stay in The Hague in order to participate in the Sixteenth Session of the Conference must inform the Secretariat of their intended return date, so that appropriate arrangements can be made. Please note that any additional overnight stays by sponsored participants in connection with the Sixteenth Session of the Conference **will be at their own expense**.
13. 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 it has not authorised. Sponsored participants shall bear all costs resulting from changes that they make, including cancellations, once the Secretariat has purchased the tickets. Participants who have not been sponsored are requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation at reduced rates.
14. 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 Protocol and Visa Branch of the Secretariat by phone at +31 (0)70 416 3777 or by fax at +31 (0)70 306 3890.
15. Interested National Authorities are invited to complete a separate nomination form for each nominee, making sure in particular to provide all the contact details it requests. Completed forms should be addressed to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by fax to +31 (0)70 416 3228 and +31 (0)70 306 3535, or by e-mail to ipb@opcw.org. The nomination forms must be received by the Secretariat **no later than Friday, 23 September 2011**. Any applications received after 23 September 2011 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.

16. Additional information may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Ms Mina Senior-Faress, who can be reached at +31 (0)70 416 3277, and Ms Zdravka Georgieva, who can be reached at +31 (0)70 416 3825.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1

**THIRTEENTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, THE NETHERLANDS
25 – 27 NOVEMBER 2011**

PROVISIONAL PROGRAMME

Time	Activity
<i>Friday, 25 November 2011</i>	
Thematic Segment: The Challenges Faced by National Authorities in Implementing the Convention	
08:00 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:30 – 10:00	Introduction to the following challenge areas: <ul style="list-style-type: none"> • Preparing and submitting declarations under Article VI of the Convention; the transfers regime under the Convention • Drafting and enacting national implementing legislation • Management of inspections under Article VI of the Convention • Assistance and protection under Article X of the Convention • Chemical-safety management
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 12:30	Break-out group 1: to discuss preparing and submitting declarations under Article VI of the Convention, as well as the transfers regime under the Convention
10:30 – 12:30	Break-out group 2: to discuss drafting and enacting national implementing legislation
10:30 – 12:30	Break-out group 3: to discuss management of inspections under Article VI of the Convention
10:30 – 12:30	Break-out group 4: to discuss assistance and protection under Article X of the Convention
10:30 – 12:30	Break-out group 5: to discuss chemical-safety management
12:30 – 14:30	<i>Lunch break</i>
14:30 – 16:00	Meeting of break-out groups in order to consolidate ideas, identify solutions in the five areas and prepare feedback to be presented in the plenary session
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 18:30	Plenary session: each break-out group will present its findings, solutions, and conclusions (20 minutes for each group)
18:30 – 20:30	<i>Reception hosted by Mr Ahmet Üzümcü, Director-General of the OPCW</i>
<i>Saturday, 26 November 2011</i>	
Informative Segment and Meeting in Regional Groups	
08:00 – 09:00	Registration
09:00 – 09:30	Recent developments in Article VI issues
09:30 – 09:45	Questions and answers
09:45 – 10:15	Update on the implementation of Article VII of the Convention
10:15 – 10:30	Questions and answers
10:30 – 11:00	<i>Coffee/tea break</i>

Time	Activity
11:00 – 11:45	<ul style="list-style-type: none"> • ICA programmes and their impact: • Implementation Support Branch (15 minutes) • International Cooperation Branch (15 minutes) • Assistance and Protection Branch (15 minutes)
11:45 – 12:15	Briefing by the Office of Confidentiality and Security on handling of confidential information by National Authorities
12:15 – 14:30	<i>Lunch break</i> Video on ASSISTEX 3 will be shown in the Ieper Room First showing: 12:30 – 13:00 Second showing: 13:45 – 14:15
14:30 – 16:00	Meeting in regional groups
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Summing up and closure
<i>Sunday, 27 November 2011</i>	
Meetings with Secretariat Officials	
09:00 – 13:00	Time reserved for consultations between the representatives of individual National Authorities and Secretariat officials on implementation issues, including work on draft implementing legislation

Annex 2

**THIRTEENTH ANNUAL MEETING OF NATIONAL AUTHORITIES
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NOMINATION FORM

Please submit the completed form, preferably typed, **by 23 September 2011** to:
The Director, International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Fax: +31 (0)70 416 3228, +31 (0)70 306 3535; e-mail: ipb@opcw.org

Please type or use BLOCK LETTERS.

1.	National Authority making the nomination	
2.	Family name of nominee ¹	
3.	First name(s)	
4.	Date of birth	Day Month Year
5.	Citizenship	
6.	Gender ²	Male <input type="checkbox"/> Female <input type="checkbox"/>
7.	Passport number	
8.	Date of issue	Day Month Year
9.	Expiry date	Day Month Year
10.	Place of issue	
11.	Position	
12.	Employer	
13.	Employer's address (Please do not give a post-office box number)	Street
		Number Post code
		City
		Country
14.	E-mail address	
15.	Telephone numbers, including country and city codes	Home
		Work
		Mobile
16.	Fax numbers, including country and city codes	Home
		Work
17.	Has the nominee previously attended a meeting of this kind?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?
18.	Is sponsorship required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

¹ Please give the first and family names exactly as they appear in the nominee's passport.
² For this and like items below, please tick the appropriate box or boxes.

19.	Kindly indicate which break-out group you would like to participate in by ticking the relevant box.	<input type="checkbox"/> Preparing and submitting declarations under Article VI of the Convention as well as the transfers regime under the Convention <input type="checkbox"/> Management of inspections under Article VI of the Convention <input type="checkbox"/> Drafting and enacting national implementing legislation <input type="checkbox"/> Assistance and protection under Article XI of the Convention <input type="checkbox"/> Chemical safety management
20.	Is a bilateral meeting with Secretariat officials on Sunday, 28 November 2011, required?	Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", please specify which unit(s) you would like to consult with: <input type="checkbox"/> Declarations Branch (DEB): EDNA-related <input type="checkbox"/> Declarations Branch (DEB): other declarations issues <input type="checkbox"/> Industry Verification Branch (IVB) <input type="checkbox"/> Office of the Legal Adviser (LAO) <input type="checkbox"/> Implementation Support Branch (IPB) <input type="checkbox"/> Assistance and Protection Branch (APB) <input type="checkbox"/> International Cooperation Branch (ICB)
21.	For sponsored participants, will assistance to continue accommodation (at nominee's own cost) be required from the OPCW?	Yes <input type="checkbox"/> No <input type="checkbox"/>
22.	If "Yes", specify for which dates in November/December 2011. ³	28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>

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³ Please tick all that apply. Note that, for sponsored participants, the Secretariat will cover the costs of hotel accommodation only for the meeting of National Authorities, and in accordance with the approved travel itinerary.