



Office of the Legal Adviser
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ACCREDITATION TO THE OPCW

1. This note is issued for the information of States Parties, to assist in the preparation of credentials for representatives, alternates and advisers to be accredited to the OPCW and its policy-making organs. The information provided is based on the relevant provisions of the Chemical Weapons Convention and the respective Rules of Procedure of the Conference of the States Parties and the Executive Council.

1. PERMANENT MISSIONS TO THE OPCW	
Capacity	Submission of credentials
PERMANENT REPRESENTATIVE	- upon appointment, the submission of credentials issued by the Head of State or Government, or by the Minister of Foreign Affairs of the State Party concerned, or by any other authority acting on their behalf, to the Director-General. (Separate accreditation is required if the Permanent Representative is also intended to be the Representative to the Conference of the States Parties or to the Executive Council).
ALTERNATE(S) AND ADVISERS	- notification by the Permanent Representative in writing (letter or note verbale) to the Director-General.
2. DELEGATIONS TO THE EXECUTIVE COUNCIL (Rules 1, 2 and 3 of the Rules of Procedure of the Executive Council)	
Capacity	Submission of credentials
REPRESENTATIVE	- following election of the State Party to the Executive Council, submission of credentials (issued by the Head of State or Government, or by the Minister of Foreign Affairs of the State Party concerned, or by any other authority acting on their behalf) at least 24 hours in advance of the first session or meeting which the Representative will attend. The credentials should remain valid until the end of the State Party's term in the Executive Council or the Representative's departure.
ALTERNATE(S) AND ADVISERS	- notification by the Representative to the Executive Council, in writing (letter or note verbale), to the Director-General.

3. DELEGATIONS TO THE CONFERENCE OF THE STATES PARTIES (Rules 23, 24, 25 and 26 of the Rules of Procedure of the Conference of the States Parties)	
Capacity	Submission of credentials
REPRESENTATIVE	- not less than 7 days in advance of each session of the Conference, submission of credentials issued by the Head of State or Government, or by the Minister of Foreign Affairs of the State Party concerned, or by any other authority acting on their behalf.
ALTERNATE(S) AND ADVISERS	- notification by the Representative to the Conference of the States Parties, in writing (letter or note verbale), to the Director-General.

2. Accreditation to the OPCW is entirely separate from accreditation to the Kingdom of the Netherlands. The Representatives, Alternates and Advisers may, or may not, already be accredited in another capacity in the Netherlands.
3. Authorisation to receive confidential information: Representatives and alternates are the only members of the delegation who, by virtue of their function alone, will be issued confidential documents by the Secretariat. If a Representative wishes any additional members of the mission or delegation, other than the alternate(s), to be authorised to receive confidential documents, the name(s) of the member(s) must be notified to the Secretariat in writing (letter or note verbale) by the Representative.
4. All notifications concerning the appointment and the departure of Representatives, alternates and advisers should be addressed to the Protocol Branch of the Secretariat, which maintains the register of permanent missions and of delegations to the Executive Council and the Conference of the States Parties (the OPCW Directory). Notification of delegates or experts who will require an OPCW security badge to attend a given meeting should also be addressed to the Protocol Branch.

Annex

Annex

**SAMPLE FORM OF CREDENTIALS
(PERMANENT REPRESENTATIVE)**

WHEREAS the Government of(State Party)..... [has set up at the seat of the Organisation for the Prohibition of Chemical Weapons (OPCW) a permanent mission to maintain necessary contact with the OPCW] [wishes to accredit a Permanent Representative to maintain necessary contact with the Organisation for the Prohibition of Chemical Weapons (OPCW)],*

NOW THEREFORE we(name and title)..... have appointed and by these presents do confirm as Permanent Representative to the OPCW:

(His)(Her) Excellency

.....(name).....
.....(title).....

The Permanent Representative has full powers to act and take decisions on behalf of the Government of(State Party).....

IN FAITH WHEREOF we have signed these presents at on
.....

Signature
(title)

(Head of State or Head of Government or
Minister of Foreign Affairs or any other
authority acting on their behalf)

* Delete as appropriate.

SAMPLE FORM OF CREDENTIALS
(REPRESENTATIVE TO THE EXECUTIVE COUNCIL)

WHEREAS(State Party)..... has been elected member of the Executive Council by the Conference of the States Parties of the Organisation for the Prohibition of Chemical Weapons (OPCW),

NOW THEREFORE we(name and title)..... have appointed and by these presents do confirm as representative of(State Party)..... to the Executive Council of the OPCW:

(His)(Her) Excellency
.....(name).....
.....(title).....

The Representative has full powers to act and take decisions on behalf of the Government of(State Party).....

IN FAITH WHEREOF we have signed these presents at on
.....

Signature
(title)

(Head of State or Head of Government or
Minister of Foreign Affairs or any other
authority acting on their behalf)

SAMPLE FORM OF CREDENTIALS

(REPRESENTATIVE TO THE CONFERENCE OF THE STATES PARTIES)

WHEREAS(State Party)..... desires to be represented at the
..... Session of the Conference of the States Parties of the Organisation for the
Prohibition of Chemical Weapons (OPCW) to be held in The Hague, the Netherlands from
..... to,

NOW THEREFORE we(name and title)..... have appointed and by
these presents do confirm as representative of(State Party)..... to the
Conference of the States Parties of the OPCW:

(His)(Her) Excellency
.....(name).....
.....(title).....

The representative has full powers to act and take decisions on behalf of the Government of
.....(State Party).....

IN FAITH WHEREOF we have signed these presents at on
.....

Signature
(title)

(Head of State or Head of Government or
Minister of Foreign Affairs or any other
authority acting on their behalf)