



**OPCW**

**Technical Secretariat**

---

International Cooperation and Assistance Division

S/372/2003

7 August 2003

Original: ENGLISH

**AN INVITATION TO PARTICIPATE IN THE  
FIFTH ANNUAL MEETING OF NATIONAL AUTHORITIES  
THE HAGUE  
17 – 19 OCTOBER 2003**

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to invite the personnel of National Authorities to participate in the fifth annual meeting of National Authorities, to be held at OPCW headquarters in The Hague from 17 to 19 October 2003. The meeting is designed as a working space for personnel involved in the running of National Authorities who deal on a day-to-day basis with the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”). Its basic objective is to help increase national capacities to comply with the obligations assumed by States Parties under the Convention. Individuals nominated for participation in the meeting are therefore expected to be actually responsible for the specific tasks of implementing the Convention at the national level.
2. The aims of the meeting are as follows:
  - (a) to facilitate the exchange of information and experiences as regards the implementation of the Convention and to promote cooperation amongst National Authorities;
  - (b) to identify common implementation problems and to facilitate their resolution through cooperative efforts of States Parties and the Secretariat;
  - (c) to contribute to greater self-sufficiency of national implementation capacities; and
  - (d) to promote enhanced awareness of activities relating to international cooperation under the Convention.
3. There will be three parts to the meeting:
  - (a) a one-day workshop on the implementation of the OPCW’s international cooperation programmes;



- (b) an information update and an exchange of experiences among National Authorities; and
  - (c) consultations between individual National Authorities and Secretariat officials on implementation issues.
4. In recognition of the fact that the simultaneous presence in The Hague of representatives of many National Authorities, in conjunction with the session of the Conference of the States Parties, provides a unique opportunity for such representatives to meet with Secretariat officials in order to discuss issues of specific interest to individual States Parties, the morning of Sunday, 19 October will be reserved for such bilateral consultations. National Authorities are therefore requested to provide the Secretariat with advance notice of the particular national implementation issues they would like to discuss with it, so that responsible officials in the Secretariat can be assigned to such meetings and the necessary preparation work can be carried out. During the meeting, the Secretariat may also invite participants to discuss implementation issues on a bilateral basis.
5. Interpretation services will be provided in the official languages of the Convention at the following times only:
- (a) on Friday, 17 October, during the Thematic Workshop on International Cooperation Programmes;
  - (b) on the morning of Saturday, 18 October, during the discussion of the status of implementation of the Convention; and
  - (c) on the afternoon of the same day, during the review of the discussions that will have taken place within the regional groups.

No interpretation services will be available either on 19 October, for meetings of regional groups, or for individual consultations.

6. The Secretariat expects to be able to sponsor the participation of a limited number of participants. 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. In cases where the Secretariat arranges accommodation for sponsored participants, it will also cover the costs of that accommodation. Sponsored participants who do not intend to use the accommodation provided by the Secretariat are requested to indicate that to the Secretariat as soon as possible, so that it does not incur hotel cancellation fees. The daily subsistence allowance will remain unchanged for those participants who opt to make their own accommodation arrangements.
7. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat 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, 16 October 2003, and to depart no later than Monday, 20 October 2003. Participants wishing to stay in The Hague to participate in the Eighth Session of the Conference of the States Parties must inform the Secretariat of their intended return date so that appropriate arrangements can be made. The Secretariat's agreement 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 they make, including cancellations, once the Secretariat has purchased 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.

8. 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. If additional assistance is required, participants may contact the Protocol Branch of the Secretariat:

Phone: +31 (0)70 416 3300

Fax: +31 (0)70 306 3890.

9. Interested National Authorities are invited to nominate staff to participate in the meeting **no later than 8 September 2003** by using the form contained in Annex 2. The completed forms should be returned to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. The forms may also be submitted by fax to +31 (0)70 306 3535, or by e-mail to [ipb@opcw.org](mailto:ipb@opcw.org). It is important that all the details requested on the form be provided, so that the Secretariat can contact nominees directly. Please be advised that participants must present an OPCW acceptance letter in order to register at the meeting.
10. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are:

Ms Katerina Minarikova: +31 (0)70 416 3823

Ms Maria Elena Bruno Pousadela: +31 (0)70 416 3825.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

**Annex 1**

**FIFTH ANNUAL MEETING OF NATIONAL AUTHORITIES  
THE HAGUE  
17 – 19 OCTOBER 2003**

**PROVISIONAL PROGRAMME**

**Friday, 17 October**

**THEMATIC WORKSHOP ON INTERNATIONAL  
COOPERATION PROGRAMMES**

09:00 – 10:00

*Registration*

10:00 – 10:15

Opening remarks

10:15 – 11:00

**I. Overview**

Objectives of international cooperation programmes and the procedures for implementing them

11:00 – 11:15

*Coffee break*

11:15 – 12:30

**II. The Associate Programme**

Experiences of Associates, National Authorities, the chemical industry, and universities

12:30 – 14:30

*Lunch*

14:30 – 15:15

**III. Capacity-building**

The Conference Support Programme:

- experiences of institutions that have received support
- working with other international organisations

15:15 – 16:00

**IV. Capacity-building (continued)**

Internship Support Programme: experiences of interns and of institutions that have hosted them

16:00 – 16:15

*Coffee break*

16:15 – 17:00	<p><b>V. Capacity-building (continued)</b></p> <p>Programme for Support of Research Projects:</p> <ul style="list-style-type: none"> <li>• working with co-funding institutions</li> <li>• experiences of other institutions that have received support</li> </ul>
17:00 – 17:15	<p><b>VI. Capacity-building (continued)</b></p> <p>Other programmes being implemented</p>
17:15 – 17:30	<p><b>VII. Summing-up</b></p>
<b>Saturday, 18 October</b>	<p><b>FIFTH ANNUAL MEETING OF NATIONAL AUTHORITIES</b></p>
<i>08:00 – 08:45</i>	<i>Registration</i>
09:00 – 09:20	Opening address
09:20 – 09:30	Organisation of work
09:30 – 10:15	Issues for the Conference of the States Parties at its Eighth Session
<i>10:15 – 10:30</i>	<i>Coffee break</i>
10:30 – 11:15	Supporting the implementation of CWC <sup>1</sup> : regional perspectives
11:15 – 12:00	Practical aspects of the transfers regime in terms of the current implementation of the CWC
12:00 – 12:45	The role of industry in the implementation of the CWC
<i>12:45 – 14:00</i>	<i>Lunch</i>
14:00 – 15:30	Regional meetings of National Authorities
15:30 – 15:45	<i>Coffee break</i>
15:45 – 17:00	Regional meetings of National Authorities (continued)
17:00 – 17:30	Summing-up session for the regional meetings Spokespersons for regional groups

---

<sup>1</sup> The Chemical Weapons Convention

S/372/2003

Annex 1

page 6

**Sunday, 19 October**

**MEETING THE SECRETARIAT**

09:30 – 12:45

Time reserved for consultations between individual National Authorities and Secretariat officials on implementation issues

**Annex 2****FIFTH ANNUAL MEETING OF NATIONAL AUTHORITIES  
THE HAGUE, 17 – 19 OCTOBER 2003****NOMINATION FORM**

Please submit the completed form by 8 September 2003 to:  
The Director, International Cooperation and Assistance Division, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Fax: +31 (0)70 306 3535; e-mail: [ipb@opcw.org](mailto:ipb@opcw.org).

**Please use BLOCK LETTERS.**

This form must be filled out completely and accurately in order for the nomination to be considered.

1.	Government body making the nomination	
2.	Family name of nominee <sup>2</sup>	
3.	First name(s)	
4.	Date of birth	Day                      Month                      Year
5.	Citizenship	
6.	Gender <sup>3</sup>	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.	Function in regard to CWC <sup>4</sup> implementation	
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

<sup>2</sup> Please give the first and family names exactly as they appear on the nominee's passport.

<sup>3</sup> For this and all like items below, please tick the appropriate box or boxes.

<sup>4</sup> The Chemical Weapons Convention

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"/>
19.	Is a meeting with the Secretariat required for Sunday 19 October?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please indicate which Division(s) you would like to consult with.
20.	Is assistance in finding accommodation required?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, for which dates in October? <sup>5</sup> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/>

- - - 0 - - -

---

<sup>5</sup> Please tick the appropriate dates. Note that, for sponsored participants, the OPCW will cover the costs of hotel accommodation during the meeting of National Authorities only (*i.e.*, only for the nights of 16, 17, 18, and 19 October). If the nominee will also be attending the Eighth Session of the Conference of the States Parties, please tick the dates required (but note that any additional overnight stays will be at participants' expense). Because various other seminars and conferences will be held in The Hague during this period, accommodation may be limited. It is therefore advisable to make reservations as soon as possible.