



OPCW

Technical Secretariat

International Cooperation and Assistance Division

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NOTE BY THE TECHNICAL SECRETARIAT

**AN INVITATION TO PARTICIPATE IN THE
SIXTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE
26 – 28 NOVEMBER 2004**

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to invite the personnel of National Authorities to participate in the Sixth Annual Meeting of National Authorities, to be held at OPCW headquarters in The Hague from 26 to 28 November 2004.
2. The Meeting is designed as a forum for personnel from National Authorities who are involved daily with issues surrounding the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”). Individuals nominated to participate in the Meeting should actually be responsible for the specific tasks involved in implementing the Convention at the national level.
3. The Secretariat also invites representatives from national parliaments to participate at the Meeting in discussions of the role of parliaments in the implementation of the Convention, as well as to consider ways and means of increasing awareness of the Convention amongst parliamentarians and thus of enhancing their involvement in the implementation of obligations under the Convention.
4. The overall objective of the Meeting is to help States Parties to increase their national capacity to comply with their obligations under the Convention. Its specific aims are to:
 - (a) facilitate the exchange of information and experiences regarding the implementation of the Convention and to promote cooperation amongst National Authorities;
 - (b) identify common implementation problems and facilitate their resolution through cooperative efforts by States Parties and the Secretariat;
 - (c) contribute to greater self-sufficiency as regards national-implementation capacities; and



- (d) enhance awareness of activities relating to international cooperation under the Convention.
5. Each year the Meeting has a thematic focus. This year it will be on the role that parliaments can play in the implementation of the Convention, and particularly on how cooperation between National Authorities and parliaments can be improved to this end. As at the date of this Note, 41% of States Parties had yet to submit information on the legislative and administrative measures they had taken in order to implement the Convention within their jurisdictions. In some cases, delays are caused by the fact that implementing legislation is still passing through the various stages of the review and approval required for its consistency and effectiveness. Parliaments play an important role, because they are responsible for the timely review and approval of this legislation.
6. In order for the Convention to be fully implemented, National Authorities and parliaments need to work closely together. The thematic segment of the Meeting will therefore be devoted to improving cooperation and fostering partnership between National Authorities and parliaments for the purpose of implementing the Convention. This segment of the Meeting will be entitled "The Role of Parliaments in the Implementation of the Chemical Weapons Convention" and will focus on the role that parliaments should play in facilitating the implementation of the Convention in their respective countries. It will thus help achieve the objectives of the plan of action regarding the implementation of Article VII obligations, which was adopted by the Conference of the States Parties at its Eighth Session (C-8/DEC.16, dated 24 October 2003). The Secretariat is holding consultations with the Inter-Parliamentary Union on ways in which it can provide assistance in organising this segment.
7. National Authorities are invited to submit applications to participate in the Meeting itself, along with applications from members of their national parliaments to participate in the thematic segment devoted to the role of parliaments in the implementation of the Convention.
8. There will be three parts to the Meeting:
 - (a) the aforementioned thematic segment on the role of parliaments, which will take place on 26 November 2004;
 - (b) an information update and an exchange of experiences among National Authorities, which will be held on 27 November 2004; and
 - (c) consultations between individual National Authorities and Secretariat officials on implementation issues, which will take place on 28 November 2004.
9. The presence in The Hague of the representatives of many National Authorities, in conjunction with the Ninth Session of the Conference of the States Parties, will provide a unique opportunity for these representatives to meet with Secretariat officials to discuss issues of specific interest to individual States Parties, and the morning of Sunday, 28 November 2004 will therefore be reserved for this purpose.

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 the Secretariat officials responsible for these issues can prepare to discuss them. During the Meeting, the Secretariat may also invite participants to bilateral discussions of implementation issues.

10. Interpretation services will be provided in the official languages of the Convention at the following times only:
 - (a) on Friday, 26 November, during the thematic segment devoted to the role of parliaments in the implementation of the Convention;
 - (b) on the morning of Saturday, 27 November, during the discussions on 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.
11. No interpretation services will be available either on 28 November, for meetings of regional groups, or for individual consultations.
12. The Secretariat expects to be able to sponsor the participation of a limited number of participants, including parliamentarians, in the Meeting. 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 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.
13. 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, 25 November 2004, and to depart no later than Monday, 29 November 2004. Participants wishing to stay in The Hague to participate in the Ninth 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.

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. 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.

15. Interested National Authorities are invited to complete the nomination form that is included as Annex 2 to this Note, 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)70 306 3535, or by e-mail to ipb@opcw.org, but in any case they must be received by the Secretariat **no later than 8 October 2004**. Please be advised that participants must present an OPCW acceptance letter in order to register at the Meeting.
16. Additional information about the Meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are:

Mr Vidyadhar Dhavle: +31 (0)70 416 3823
Ms Maria Elena Bruno Pousadela: +31 (0)70 416 3825.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form for the Sixth Annual Meeting of National Authorities

Annex 1

**SIXTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE
26 – 28 NOVEMBER 2004**

PROVISIONAL PROGRAMME

<i>Friday, 26 November</i>	The Role of Parliaments in the Implementation of the Chemical Weapons Convention
08:00	Registration
09:00	Opening ceremony
09:30	The CWC ¹ and related obligations and rights: States Parties' perspectives
10:00	<i>Coffee break</i>
10:15	Status of implementation of the CWC and the functions of the OPCW
11:00	The role of parliaments in the implementation of the CWC
11:45	Legislative and administrative requirements for the effective and comprehensive implementation of the CWC at the national level
12:30	<i>Lunch</i>
14:30	International cooperation in the field of chemical activities for peaceful purposes
15:00	Assistance and protection against chemical weapons
15:30	Implementation support projects
16:00	<i>Coffee break</i>
16:30	Round-table discussion: The role of parliaments in the implementation of the Convention
17:45	Closing ceremony
19:00	<i>Reception</i>

<i>Saturday, 27 November</i>	Sixth Annual Meeting of National Authorities
08:00 – 09:00	Registration
09:00 – 09:30	Organisation of work
09:30 – 10:15	Issues for the Conference of the States Parties at its Ninth Session
10:15 – 10:30	Coffee break
10:30 – 11:15	Plan of action regarding the implementation of Article VII obligations
11:15 – 12:00	Supporting the implementation of the CWC: regional perspectives
12:00 – 12:45	Practical aspects of the transfers regime in terms of the current implementation of the CWC
12:45 – 14:00	Lunch
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

¹ The Chemical Weapons Convention

<i>Sunday, 28 November</i>	Meeting the Secretariat
09:30 – 12:45	Time reserved for consultations between the representatives of individual National Authorities and Secretariat officials on implementation issues

Annex 2**SIXTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, 26 – 28 November 2004****NOMINATION FORM**

Please submit the completed form **by 8 October 2004** 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.

Please use BLOCK LETTERS.

1.	Government body making the nomination	
2.	Family name of nominee	
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 ³	
13.	Employer's address ⁴ (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"/>

² For this and all like items below, please tick the appropriate box or boxes.

³ Not required for parliamentarians.

⁴ Parliamentarians are requested to furnish a postal address at which they can be contacted.

19.	Is a meeting with the Secretariat required for Sunday, 28 November?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, which Division(s) would you like to consult with?
20.	Is assistance in finding accommodation required?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, for which dates? ⁵ November 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> December 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>

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⁵ Please tick all that apply. 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 25, 26, 27, and 28 November). If the nominee will also be attending the Ninth Session of the Conference of the States Parties, please tick the dates required (but note that any additional overnight stays **will be at the nominee's expense**). Because various other seminars and conferences will be taking place in The Hague during this period, accommodation may be limited, and it is therefore recommended that those requiring assistance in finding accommodation indicate to the Secretariat as soon as possible their preferences regarding dates.