



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/582/2006

10 August 2006

Original: ENGLISH

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR THE EIGHTH ANNUAL MEETING OF NATIONAL AUTHORITIES  
THE HAGUE, THE NETHERLANDS  
2 – 4 DECEMBER 2006**

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to invite National Authorities to submit nominations for the Eighth Annual Meeting of National Authorities, which will be held at OPCW headquarters in The Hague from 2 to 4 December 2006.
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”).
3. The objectives of the Meeting are to:
  - (a) help States Parties to increase their national capacity to comply with their obligations under the Convention;
  - (b) facilitate the exchange of information and experiences regarding the implementation of the Convention;
  - (c) promote cooperation among National Authorities;
  - (d) identify common implementation problems and facilitate their resolution through the cooperative efforts of States Parties and the Secretariat;
  - (e) help make States Parties more self-sufficient in terms of their capacity to implement the Convention; and
  - (f) enhance awareness of activities relating to international cooperation under the Convention.
4. Each year the Meeting has a thematic focus. This year it will be on national investigations and prosecutions of cases involving chemical weapons, including actual cases currently being pursued in a number of States Parties. Representatives of



international organisations involved in criminal investigations and in law enforcement will also share their views. All participants are expected to contribute actively to the proceedings.

5. In order for the Convention to be fully implemented, National Authorities and prosecution services need to work closely together. The thematic segment of the Meeting will therefore be devoted to improving cooperation and fostering partnerships between National Authorities and prosecution services.
6. National Authorities are invited to nominate their own staff, as well as members of their country's judiciary and officials from its prosecution service and its ministry of justice who would be involved in or associated with the prosecution of cases involving chemical weapons. Officials from the criminal-justice system would contribute to the thematic segment.
7. The first day, 2 December 2006, will be set aside for the thematic segment. The second day (the first of the Meeting proper) will be set aside for updates on various aspects of the implementation of the Convention, and for an exchange of experiences among National Authorities, including through regional meetings.
8. The presence in The Hague of the representatives of many National Authorities, in conjunction with the Eleventh Session of the Conference of the States Parties (hereinafter "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, and the morning of Monday, 4 December 2006, will be reserved for this purpose. National Authorities are therefore requested to inform the Secretariat beforehand of the particular national-implementation issues they would like to discuss with it, so that the Secretariat officials responsible for them can come prepared to the consultations. During the Meeting, the Secretariat may also invite participants to discuss implementation issues bilaterally. National Authorities that wish to discuss draft legislation are encouraged to submit the draft and to contact the Office of the Legal Adviser (LAO) in advance of the Meeting to discuss their specific needs. LAO's e-mail address is [legal@opcw.org](mailto:legal@opcw.org), and the contact telephone numbers are +31 (0)70 416 3779 and 3814.
9. Interpretation services will be provided in the official languages of the OPCW at the following times only:
  - (a) on Saturday, 2 December, for the aforementioned thematic segment;
  - (b) on the morning of Sunday, 3 December, for discussions on the status of implementation of the Convention; and
  - (c) on the afternoon of the same day, for the review of discussions that will have taken place within the regional groups.
10. No interpretation services will be available either on 3 December for meetings of the regional groups, or at any time on 4 December.

11. The Secretariat expects to be able to sponsor the participation of a limited number of officials from National Authorities and from the criminal-justice system (see paragraph 6 above). 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. The Secretariat will also arrange and pay for accommodation for sponsored participants. 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. 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 Friday, 1 December 2006**, and to **depart no later than Tuesday, 5 December 2006**. Participants wishing to stay in The Hague so that they can participate in the Eleventh 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 Eleventh Session of the Conference **will be at their own expense**.
13. 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. Participants that 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 (see 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](mailto:ipb@opcw.org), but in any case they must be received by the Secretariat **no later than 16 October 2006**. 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) and Ms Maria Elena Bruno Pousadela (+31 (0)70 416 3825).

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form (English only)

## Annex 1

**EIGHTH ANNUAL MEETING OF NATIONAL AUTHORITIES  
THE HAGUE  
2 – 4 DECEMBER 2006**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Saturday, 2 December</i></b>	<b>National Investigations and Prosecutions of Cases Involving Chemical Weapons</b>
08:00 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:00 – 10:00	<i>Coffee break</i>
10:00 – 11:00	Legal basis for controls on toxic chemicals and for combating illicit trafficking: Convention definitions, prohibitions, controls on imports and exports, and national legislation and enforcement
11:00 – 11:30	<u>Scenario 1</u> : Detection and prevention of illicit trafficking: <ul style="list-style-type: none"> <li>• Cooperation between National Authorities and customs services</li> <li>• Inter-agency and international cooperation</li> </ul>
11:30 – 12:00	<u>Scenario 2</u> : Use of chemical weapons: <ul style="list-style-type: none"> <li>• Evidence</li> <li>• Who is at the scene?</li> <li>• Untested aspects of Article X of the Convention</li> </ul>
12:00 – 12:30	<u>Scenario 3</u> : Investigating and prosecuting a case involving chemical weapons: <ul style="list-style-type: none"> <li>• The role of national law-enforcement agencies and courts</li> <li>• National prosecution of international crimes</li> <li>• International cooperation</li> </ul>
12:30 – 14:00	<i>Lunch break</i>
14:00 – 16:00	Actual investigations and prosecutions: presentations on national experiences
16:00 – 16:15	<i>Coffee break</i>
16:15 – 17:15	Presentations, continued
17:15 – 17:45	Actual investigations and prosecutions: views of international organisations engaged in crime prevention and in criminal investigations
17:45 – 18:45	Closing ceremony
19:00 – 20:00	<i>Reception</i>
<b><i>Sunday, 3 December</i></b>	<b>Eighth Annual Meeting of National Authorities</b>
08:00 – 09:00	Registration
09:00 – 09:30	Organisation of work
09:30 – 10:15	Issues for the Conference at its Eleventh Session
10:15 – 10:30	<i>Coffee break</i>

<b>Time</b>	<b>Activity</b>
10:30 – 11:15	Follow-up to the plan of action regarding the implementation of Article VII obligations
11:15 – 12:00	Supporting the implementation of the Convention: regional perspectives
12:00 – 12:45	The Verification Information System
12:45 – 14:00	<i>Lunch break</i>
14:00 – 15:30	Regional meetings of National Authorities
15:30 – 15:45	<i>Coffee break</i>
15:45 – 17:00	Regional meetings, continued
17:00 – 17:30	Summing-up of the regional meetings by spokespersons for the regional groups
<b>Monday, 4 December</b>	<b>Meeting with the Secretariat</b>
09:30 – 12:45	Time reserved for consultations between the representatives of individual National Authorities and Secretariat officials on implementation issues, including the drafting of legislation

**Annex 2**

**EIGHTH ANNUAL MEETING OF NATIONAL AUTHORITIES  
THE HAGUE  
2 – 4 DECEMBER 2006**

**NOMINATION FORM**

Please submit the completed form **by 16 October 2006** 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.**

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

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

19.	Is a meeting with the Secretariat required for Sunday, 3 December?	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 in December? <sup>3</sup> 1 <input type="checkbox"/>   2 <input type="checkbox"/>   3 <input type="checkbox"/>   4 <input type="checkbox"/>   5 <input type="checkbox"/>   6 <input type="checkbox"/>   7 <input type="checkbox"/>   8 <input type="checkbox"/>

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<sup>3</sup>

Please tick all that apply. Note that, for sponsored participants, the Secretariat will cover the costs of hotel accommodation during the Meeting of National Authorities only (that is, only for the nights of 1, 2, 3, and 4 December). If the nominee will also be attending the Eleventh Session of the Conference, 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.