



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/633/2007

20 April 2007

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR A  
SUBREGIONAL WORKSHOP FOR STATES PARTIES  
IN THE SOUTHERN AFRICAN DEVELOPMENT COMMUNITY REGION  
TSHWANE, SOUTH AFRICA  
9 – 11 JULY 2007**

1. On behalf of the Government of South Africa and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite representatives of National Authorities in Southern Africa to nominate participants to attend a subregional workshop on the Chemical Weapons Convention (hereinafter “the Convention”) for States Parties in the Southern African Development Community (SADC) region, to be held in Tshwane, South Africa from 9 to 11 July 2007.<sup>1</sup> The workshop is designed to raise awareness of the Convention, and provides an opportunity for participants to share experiences, so that SADC States Parties can assist and support each other as they continue to address challenges relating to national implementation of the Convention. Nominees should be officials who are directly involved in either National Authority or national-implementation work.
2. The Government of South Africa and the Director-General of the OPCW also invite senior government officials from SADC countries to this workshop.
3. This subregional workshop will:
  - (a) commemorate the tenth anniversary of the entry into force of the Convention;
  - (b) promote awareness of the Convention; and
  - (c) enable experts to share information and experiences, with a view to assisting and supporting SADC States Parties with national implementation.
4. The provisional programme for the workshop is included as Annex 1 to this Note.

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<sup>1</sup> This workshop, originally scheduled to take place from 30 October to 2 November 2006 (S/586/2006, dated 19 August 2006), was postponed at the request of the Government of South Africa (S/596/2006, dated 19 October 2006). States Parties are, therefore, requested to submit new forms for the participants that they wish to nominate to attend (see Annex 2 to this Note).



5. The Technical Secretariat (hereinafter “the Secretariat”) expects to be able to sponsor the participation of one senior government official from each State Party in the SADC region, and that of two other participants to be nominated by the National Authority. 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, 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 arranged 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.
6. 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, participants are expected to arrive **no earlier than 8 July 2007**, and to depart **no later than 12 July 2007**. The Secretariat’s agreement is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the workshop 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.
7. Participants are requested to obtain any necessary visas (including transit visas) before travelling to South Africa. A copy of the acceptance letter from the Secretariat or from the Government of South Africa should be provided to the Embassy when participants are applying for a visa.
8. All activities during the workshop will only be conducted in English. All participants are therefore expected to have a good command of the language, both written and oral.
9. Applicants 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. For States Parties, all nominations should be forwarded by the National Authority or the Permanent Representation of the State Party concerned, while nominations from SADC States not Party can be forwarded directly to the Secretariat. 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). All nominations must be received by the Secretariat **no later than 7 May 2007**. Please be advised that participants must present an acceptance letter in order to register at the workshop.
10. Additional information about the workshop may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Mr Ananda Perera, who can be reached at +31 (0)70 416 3818.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

**Annex 1**

**SUBREGIONAL WORKSHOP FOR STATES PARTIES  
IN THE SOUTHERN AFRICAN DEVELOPMENT COMMUNITY REGION  
TSHWANE, SOUTH AFRICA  
9 – 11 JULY 2007**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Monday, 9 July 2007</i></b>	
18:00 – 21:00	Opening ceremony
<b><i>Tuesday, 10 July 2007</i></b>	
8:30 – 09:00	Registration
9:00 – 09:45	Opening
9:45 – 10:00	<i>Coffee/tea break</i>
10:00 – 10:30	Status of implementation of the Convention
10:30 – 11:00	Status report on the implementation of Article XI
11:00 – 11:30	Discussions
11:30 – 12:30	An overview of the declaration and verification requirements of the Convention
12:30 – 14:30	<i>Lunch break</i>
14:30 – 15:30	Status of implementation of the Article VII, and universality action plans
15:30 – 16:00	Discussions
16:00 – 16:15	<i>Coffee/tea break</i>
16:15 – 17:00	Discussions, continued
<b><i>Wednesday 11 July 2007</i></b>	
8:00 – 08:30	<i>Coffee/tea</i>
8:30 – 09:30	Presentations by States Parties on national implementation: the challenges and tasks ahead
9:30 – 10:00	Discussions
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:30	Discussions, continued
11:30 – 12:30	Subregional cooperation amongst SADC States in relation to implementation of the Convention
12:30 – 14:30	<i>Lunch break</i>
14:30 – 15:30	Discussions
15:45 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:45	Conclusions, and summing up
16:50	Closure

## Annex 2

**SUBREGIONAL WORKSHOP FOR STATES PARTIES  
IN THE SOUTHERN AFRICAN DEVELOPMENT COMMUNITY REGION  
TSHWANE, SOUTH AFRICA  
9 – 11 JULY 2007**

**NOMINATION FORM**

Please submit the completed form **by 7 May 2007** 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>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.	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.	Is sponsorship required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

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