



OPCW

Technical Secretariat

International Cooperation and Assistance Division

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NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR THE NINTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, THE NETHERLANDS
2 AND 3 NOVEMBER 2007**

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to invite National Authorities to submit nominations for the Ninth Annual Meeting of National Authorities, which will be held at OPCW headquarters in The Hague on 2 and 3 November 2007.
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 the parliamentary processes by which States Parties consider and approve national implementing legislation in accordance with Article VII of the Convention. As at the date of this



Note, 36% of States Parties had yet to inform the OPCW of the legislative and administrative measures they had taken to implement the Convention, in accordance with Article VII, paragraph 5. A further 15 % had yet to notify the OPCW whether they had comprehensive implementing legislation and administrative measures in place. Drafts of implementing legislation had been submitted to parliament or were being finalised in 34% of States Parties. In some cases, delays have been caused by the length of time it takes for draft implementing legislation to be reviewed and approved. Parliaments can play an important role in expediting this process.

5. The Secretariat also seeks nominations from representatives of national parliaments who are members of relevant parliamentary committees or who have been or will be directly involved in the adoption of national implementing legislation. These representatives would participate in the thematic segment of the workshop, where they would discuss the role that parliaments can play in the implementation of the Convention, and would consider ways of increasing awareness of the Convention amongst their fellow parliamentarians and thus of enhancing their involvement in national implementation.
6. The thematic segment of the Meeting will therefore be devoted to improving cooperation and fostering partnerships between National Authorities and national parliaments.
7. National Authorities are invited to nominate their own staff, as well as representatives of national parliaments who are members of relevant parliamentary committees or who have been or will be directly involved in the adoption of national implementing legislation.
8. The first day, 2 November 2007, will be set aside for the thematic segment; the second will be devoted to the meeting of representatives of National Authorities. The presence in The Hague of the representatives of many National Authorities, in conjunction with the Twelfth 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 afternoon of Saturday, 3 November 2007, 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, 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 Friday, 2 November, for the aforementioned thematic segment; and

- (b) on the morning of Saturday, 3 November, for the meeting of representatives of National Authorities.
10. Please note that no interpretation services will be available on the afternoon of 3 November.
 11. The Secretariat expects to be able to sponsor the participation of a limited number of officials from National Authorities and representatives of national parliaments (see paragraph 7 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 Thursday, 1 November 2007, and to depart no later than Sunday 4 November 2007**. Participants wishing to stay in The Hague so that they can participate in the Twelfth 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 Twelfth 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, but in any case they must be received by the Secretariat **no later than 24 September 2007**. 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 Vanessa Fraga Prol (+31 (0)70 416 3825).

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form (English only)

Annex 1

**NINTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE
2 AND 3 NOVEMBER 2007**

PROVISIONAL PROGRAMME

Date and Time	Activity
<i>Friday, 2 November</i>	The Role of Parliamentarians in the Implementation of the Convention
8:00 – 9:00	Registration
9:00 – 11:00	Opening ceremony
11:00 – 11:30	<i>Coffee break</i>
11:30 – 12:30	The Chemical Weapons Convention and the legislative and administrative measures required for its effective implementation
12:30 – 14:00	<i>Lunch break</i>
14:00 – 15:30	Roundtable discussion: parliamentarians' perspectives on the role of parliaments in the implementation of the Convention
15:30 – 16:00	<i>Coffee break</i>
16:00 – 17:30	Bilateral consultations with parliamentarians
17:30 – 18:00	Closing ceremony
18:00 – 19:00	<i>Reception</i>
<i>Saturday, 3 November</i>	Ninth Annual Meeting of National Authorities
8:00 – 9:00	Registration
9:00 – 9:30	Issues for the Conference at its Twelfth Session
9:30 – 10:00	Update on the status of preparations for the Second Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention
10:15 – 10:30	<i>Coffee break</i>
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 – 12:30	The Verification Information System
12:30 – 12:45	Summing-up and closure
12:45 – 14:00	<i>Lunch break</i>
14:00 – 15:30	Time reserved for consultations between the representatives of individual National Authorities and Secretariat officials on implementation issues, including the drafting of legislation
15:30 – 15:45	<i>Coffee break</i>
15:45 – 17:30	Consultations, continued

Annex 2

**NINTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE
2 AND 3 NOVEMBER 2007**

NOMINATION FORM

Please submit the completed form **by 24 September 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.

Please use BLOCK LETTERS.

1.	Government body making the nomination	
2.	Family name of nominee ¹	
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	
13.	Employer's address (Please do not give a post-office box number.)	Street
		Number Post code
		City
		Country
14.	Telephone numbers, including country and city codes	Home
		Work
		Mobile
15.	Fax numbers, including country and city codes	Home
		Work
16.	E-mail address	
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"/>

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

19.	Does the participant plan to attend the Ninth Session of the Conference?	Yes <input type="checkbox"/> No <input type="checkbox"/>
20.	Is a meeting with the Secretariat required for Saturday, 3 November?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, which Division(s) would you like to consult with?
21.	Is assistance in finding accommodation required?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, for which dates in November? ³ 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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³ 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 Twelfth 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.