



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/647/2007

4 July 2007

ENGLISH and FRENCH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR THE
FIFTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN AFRICA
YAOUNDE, CAMEROON
18 AND 19 OCTOBER 2007**

1. On behalf of the Government of Cameroon and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to submit nominations for the fifth regional meeting of National Authorities of States Parties in Africa, which will be held in Yaounde, Cameroon, on 18 and 19 October 2007.
2. At its Eighth Session, the Conference of the States Parties (hereinafter “the Conference”) adopted a plan of action regarding the implementation of Article VII obligations (C-8/DEC.16, dated 24 October 2003), and at its Tenth Session adopted a decision on follow-up to that plan (C-10/DEC.16, dated 11 November 2005). At its Eleventh Session, the Conference adopted a decision on sustaining follow-up to the plan of action (C-11/DEC.4, dated 6 December 2006, in which the Secretariat was requested “to continue and enhance its efforts to assist States Parties...to meet their obligations under Article VII”. In this context, this meeting will serve as a forum in which States Parties in the region can present their needs for assistance in relation to these obligations and indicate what assistance they can offer to other States Parties. In addition, it will help the Technical Secretariat (hereinafter “the Secretariat”) determine how it can enhance the assistance it offers to States Parties in the region in the light of the aforementioned Conference decisions.
3. The meeting will also serve as a forum in which representatives of National Authorities can confer with each other, with Secretariat staff, and with resource persons who have been invited to the meeting, in order to identify what further steps, if any, each State Party needs to take in order to implement its Article VII obligations. The programme for the meeting includes the following items:
 - (a) a review of the requirements of Article VII of the Chemical Weapons Convention (hereinafter “the Convention”);



- (b) a review of, and comments on, national requests for and offers of implementation support, with particular regard to the establishment and running of a National Authority and the drafting of implementing legislation;
 - (c) discussion of a detailed implementation-support plan for the region and subregions;
 - (d) bilateral meetings with Secretariat staff and with resource persons;
 - (e) improving the quality of declarations;
 - (f) the provisions of the Convention on the field of trade in chemicals, and efforts to create an integrated system; and
 - (g) implementation by National Authorities of the provisions on the import and export of scheduled chemicals.
4. Nominees should actually be involved in the national implementation of the Convention. Participants from each State Party represented at the meeting will be expected to make presentations in each of the following areas:
- (a) the status of implementation of the Convention in the State Party in question, including as regards the designation or establishment of a National Authority, and the status of national implementing legislation or administrative measures;
 - (b) any problems encountered in these areas, and any support required to address them;
 - (c) what offers of support, and in which areas of expertise, the State Party can make to other States Parties in the region, as well as any conditions for such offers, and the dates on which the support will be available;
 - (d) efforts by National Authorities to implement the provisions of the Convention on imports and exports; and
 - (e) what steps National Authorities are taking to identify declarable Article VI activities.
5. The provisional programme for the meeting is included as Annex 1 to this Note.
6. The Secretariat expects to be able to sponsor the participation of a limited number of representatives of National Authorities and of those involved in drafting national implementing legislation. 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 the Secretariat does not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation it has not arranged.

7. 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 Wednesday, 17 October 2007**, and to depart **no later than Saturday, 20 October 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 meeting or that result from changes to 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 Cameroon.
9. All activities during the workshop will be conducted in English, with interpretation into French. All participants are therefore expected to have a good written and oral command of one of these languages.
10. 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. All nominations must be received by the Secretariat **no later than 17 August 2007**. Please be advised that participants must present an OPCW acceptance letter in order to register at the meeting.
11. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Mr Maharage Ananda Perera, who can be reached at +31 (0)70 416 3818.

Annexes:

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

Annex 1

**FIFTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN AFRICA
YAOUNDE, CAMEROON
18 AND 19 OCTOBER 2007**

PROVISIONAL PROGRAMME

Time	Activity
<i>Thursday, 18 October 2007</i>	
8:30 – 9:30	Registration
9:30 – 10:00	Opening
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:00	Status of the Convention in Africa
11:00 – 12:00	Ways and means to facilitate the further implementation of Article VII of the Convention in Africa: prospects for subregional cooperation
12:00 – 12:30	Requests for, and offers of, support for the implementation of Article VII obligations
12:30 – 14:30	<i>Lunch break</i>
14:30 – 15:15	Improving the quality of declarations
15:15 – 16:00	Panel discussion on improving the quality of declarations
16:00 – 16:15	<i>Coffee/tea break</i>
16:15 – 17:00	Update on the status of issues pending in the Article VI industry-cluster facilitations
<i>Friday, 19 October 2006</i>	
9:30 – 10:00	Provisions of the Convention regarding the field of trade in scheduled chemicals; creating an integrated system
10:00 – 11:30	Panel discussion on the role of customs authorities in carrying out the provisions of the Convention on imports and exports; experiences of National Authorities
11:30 – 11:45	<i>Coffee/tea break</i>
11:45 – 12:30	Bilateral consultations among National Authorities, and between National Authorities and the Secretariat
12:30 – 14:30	<i>Lunch break</i>
14:30 – 16:00	Bilateral consultations, continued
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Bilateral consultations, continued
17:30 – 18:00	Summing-up, and closing ceremony

Annex 2

**FIFTH REGIONAL MEETING OF NATIONAL AUTHORITIES
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NOMINATION FORM

Please submit the completed form by **17 August 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 TYPE or use BLOCK LETTERS.

1.	Family name of nominee ¹			
2.	First name(s)			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender*	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
6.	Passport number			
7.	Date of issue	Day	Month	Year
8.	Expiry date	Day	Month	Year
9.	Place of issue			
10.	Areas of expertise			
11.	Employer			
12.	Position			
13.	Contact 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 a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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¹ Please give the first and family names exactly as they appear in the nominee's passport. Incorrect or insufficient information may result in travel-related difficulties.

* For this and all like items, please tick the appropriate box.