



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/745/2009

11 March 2009

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR THE EIGHTH REGIONAL MEETING OF  
NATIONAL AUTHORITIES OF STATES PARTIES IN EASTERN EUROPE  
SOFIA, BULGARIA  
26 – 28 MAY 2009**

1. On behalf of the Government of Bulgaria and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite representatives of National Authorities to nominate participants to attend the Eighth Regional Meeting of National Authorities of States Parties in Eastern Europe, which will be held in Sofia, Bulgaria, from 26 to 28 May 2009. The meeting is designed to provide an opportunity for interaction amongst personnel of National Authorities who are involved with national implementation of the Chemical Weapons Convention (hereinafter “the Convention”). Nominees should therefore be responsible for carrying out such tasks on a day-to-day basis.
2. This meeting builds on the results of the seven previous annual meetings of National Authorities of States Parties in Eastern Europe, the first of which was held in 2002. It is intended to provide a framework within which representatives of National Authorities can review and discuss issues related to the practical implementation of the Convention.
3. The principal objective of the meeting will be to provide a forum for National Authorities in the region to discuss topics relating to the implementation of Article VI declarations and industry-verification issues. Discussion topics will include:
  - (a) the timely submission of Article VI declarations;
  - (b) recent developments relating to the transfers of scheduled chemicals;
  - (c) the revised mechanism for selection of other chemical production facility (OCPF) plant sites;
  - (d) new developments vis-à-vis the Article VI activities of the Technical Secretariat (hereinafter “the Secretariat”) (for example, in relation to sampling-and-analysis (S&A), sequential inspections, and the selection of Schedule 3 plant sites for inspection); and



- (e) fostering subregional cooperation for the implementation of the Convention.
4. All participants will be expected to share their national experiences on the topics to be discussed during the meeting.
  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 attendance at the meeting of one representative from each National Authority in the region. Each nomination should specify whether sponsorship is a condition of the nominee's participation.
  7. 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 hotel cancellation fees are not incurred. In any case, the Secretariat will not cover the costs of any accommodation it has not arranged.
  8. 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, participants are expected to arrive **no earlier than Monday, 25 May 2008**, and to depart **no later than Friday, 29 May 2009**. The Secretariat's agreement is required for any changes to these arrival and departure dates. It will not cover expenses unrelated to the meeting or that result from changes in travel arrangements that it has not authorised. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets.
  9. 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.
  10. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Bulgaria. When applying for any entry visa, they should present the Embassy or Consulate of Bulgaria with a copy of the acceptance letter from the OPCW.
  11. All activities during the meeting will be conducted in English. All participants are therefore expected to have a good oral and written command of this language.
  12. 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](mailto:ipb@opcw.org). The Secretariat must receive all

nominations **no later than 27 April 2009**. Please be advised that participants must present an OPCW acceptance letter in order to register for the workshop.

13. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr V.B. Dhavle, who can be contacted at +31 (0)70 416 3823, and Mr Maharage Ananda Perera, who can be contacted at +31 (0)70 416 3818.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

## Annex 1

**EIGHTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF  
STATES PARTIES IN EASTERN EUROPE  
SOFIA, BULGARIA  
26 – 28 MAY 2009**

**PROVISIONAL PROGRAMME**

Time	Activity
<b><i>Tuesday, 26 May 2009</i></b>	
08:30 – 09:15	Registration
09:15 – 10:00	Opening of workshop
10:00 – 10:30	<i>Tea/coffee break</i>
10:30 – 11:15	Status of implementation of the Convention
11:15 – 11:45	Timely submission of declarations: Update on decision EC-51/DEC.1 (dated 27 November 2007) and the Note by the Director-General, EC-53/DG.8 (dated 5 June 2008)
11:45 – 12:30	Transfers of scheduled chemicals: Update, including a recent decision by the Executive Council at its Fifty-Third Session (EC-53/DEC.16*, dated 27 June 2008)
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:30	The CAS <sup>1</sup> database and the Declarations Handbook
14:30 – 15:30	Panel discussion on Article V1 declarations-related issues
15:30 – 16:00	<i>Tea/coffee break</i>
16:00 – 17:00	Panel discussion on Article V1 declarations-related issues (continued)
<b><i>Wednesday, 27 May 2009</i></b>	
09:00 – 09:45	Revised mechanism for selection of OCPF plant sites
09:45 – 10:30	Panel discussion on the results of the OCPF site-selection mechanism as it was applied in 2008
10:30 – 11:00	<i>Tea/coffee break</i>
11:00 – 11:45	Enhancement of OCPF declarations
11:45 – 12:30	The experiences of Eastern European countries in regard to Article V1 verification
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:00	New developments in the Secretariat's Article V1 activities (S&A, sequential inspections, and the selection of Schedule 3 Plant Sites for inspection)
15:00 – 15:30	Panel discussion on Article V1 industry-verification issues
15:30 – 16:00	<i>Tea/coffee break</i>
16:00 – 16:30	Panel discussion on Article V1 industry-verification issues (continued)
16:30 – 17:30	Panel discussion on fostering subregional cooperation for the implementation of the Convention

<sup>1</sup> CAS = Chemical Abstracts Service

<b>Time</b>	<b>Activity</b>
<b><i>Thursday, 28 May 2009</i></b>	
09:00 – 10:30	Demonstration on the electronic declarations software for National Authorities (EDNA)
10:30 – 12:30	Bilateral consultations
12:30 – 13:00	Summing up, and closure of the meeting

**Annex 2**

**EIGHTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF  
STATES PARTIES IN EASTERN EUROPE  
SOFIA, BULGARIA  
26 – 28 MAY 2009**

**NOMINATION FORM**

Please submit the completed form **by 27 April 2009** 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 type or 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**	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.	Function in regard to the implementation of the Convention	
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

\* Please give the first and family names exactly as they appear in the nominee's passport.

\*\* In this and similar items, please check the appropriate box.

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 a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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