



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/782/2009

5 August 2009

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR THE ELEVENTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, THE NETHERLANDS
27 – 29 NOVEMBER 2009**

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to invite National Authorities to submit nominations for the Eleventh Annual Meeting of National Authorities, which will be held at OPCW headquarters in The Hague from 27 to 29 November 2009, just prior to the Fourteenth Session of the Conference of States Parties (hereinafter “the Conference”).
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. Each year, the Meeting of National Authorities includes a thematic segment. This year, the thematic segment will take place on 27 November and will be devoted to sharing experiences in the national implementation of the Convention by National Authorities, with a focus on the following:
 - (a) practical steps taken in relation to the organisation and structure of the National Authority;
 - (b) domestic sensitisation efforts;
 - (c) preparation of Article VI declarations; and
 - (d) facilitation of Article VI inspections.

Given that more than 95% of States Parties have now designated a National Authority, in accordance with the requirements under Article VII (4) of the Convention, it is apparent that there is a wealth of experience among States Parties with regard to the full and effective functioning of such a body. Sharing this experience will be invaluable for those National Authorities that are still seeking greater efficiency in their work.

4. The objectives of the Meeting are to:



- (a) facilitate the efforts of 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 at the regional and subregional levels;
 - (d) identify common implementation problems and facilitate their resolution through the cooperative efforts of States Parties and the Secretariat; and
 - (e) enhance awareness of activities relating to international cooperation under the Convention.
5. National Authorities are invited to nominate representatives who have been or will be directly involved in the implementation of the Convention, particularly in its day-to-day activities. Representatives of stakeholders of the National Authorities involved with activities identified in paragraph 4, above, are also invited to attend the meeting.
6. During the thematic segment on 27 November, there will be discussions on the practical steps taken by National Authorities to implement the Convention.
7. On 28 November, National Authorities will be provided with information on the issues to be discussed during the Conference and on the progress made in implementing Article VII of the Convention. This will also be an opportunity for National Authorities to meet in their respective regional groups to identify key areas for the Secretariat's implementation support programmes in 2010.
8. The presence in The Hague of the representatives of many National Authorities, in conjunction with the Fourteenth Session of 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; the morning of 29 November 2009 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 so that the Secretariat officials responsible for them can come to the consultations prepared. 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. The e-mail address of LAO 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 only on 27 and 28 November. No interpretation services will be available during the regional group meetings on 28 November or on the morning of 29 November.

10. The Secretariat expects to be able to sponsor the participation of a limited number of officials from National Authorities. 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. 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 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.
11. 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, 26 November 2009**, and to **depart no later than Monday, 30 November 2009**. Participants wishing to stay in The Hague in order to participate in the Fourteenth Session of the Conference of the States Parties 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 Fourteenth Session of the Conference of the States Parties **will be at their own expense**.
12. The agreement of the Technical Secretariat 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 that they make, including cancellations, once the Secretariat has purchased the 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.
13. 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 who 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.
14. 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 required. 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 Technical Secretariat **no later than Friday 2 October 2009**. Kindly note that any applications received after 2 October 2009 will not be considered for sponsorship. Furthermore, please be advised that participants must present an OPCW acceptance letter in order to register at the Meeting.

15. Additional information about the Meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Ms Mina Senior-Faress, +31 (0)70 416 3277, and Ms Hager Bassyouni, +31 (0)70 416 3709.

Annexes:

Annex 1: Provisional Programme

Annex 2: Nomination Form

Annex 1

**ELEVENTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, THE NETHERLANDS
27 – 29 NOVEMBER 2009**

PROVISIONAL PROGRAMME

Time	Activity
<i>Friday, 27 November</i>	Eleventh Annual Meeting of National Authorities – Thematic Segment: Sharing experiences in the national implementation of the Convention by National Authorities
08:00 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:30 – 10:00	Presentation on the structure and organisation of National Authorities: Lessons Learnt
10:00 – 10:30	<i>Coffee break</i>
10:30 – 11:30	Round-table discussions: sharing experiences in organising the National Authorities
11:30 – 11:45	Presentation on National Authorities and domestic sensitisation efforts
11:45 – 12:30	Round-table discussions: sharing experiences in domestic sensitisation efforts
12:30 – 14:30	<i>Lunch break</i>
14:30 – 15:00	Presentation on National Authorities and identification of declarable Article VI activities
15:00 – 16:00	Round-table discussions: sharing experiences in identifying declarable Article VI activities
16:00 – 16:30	<i>Coffee break</i>
16:30 – 17:00	Recent developments in Article VI issues
17:00 – 17:30	Summing-up and closure of the thematic segment
18:30 – 20:30	<i>Reception hosted by Amb. R. Pfirter, Director-General of the OPCW</i>
<i>Saturday, 28 November</i>	Eleventh Annual Meeting of National Authorities – Informative segment and regional perspectives of the national implementation process of the Chemical Weapons Convention
08:00 – 09:00	Registration
09:00 – 09:30	Opening ceremony and organisation of work
09:30 – 10:30	The OPCW's contribution to global anti-terrorism efforts; Safety and security at chemical plants
10:30 – 10:45	<i>Coffee break</i>
10:45 – 11:30	Status of implementation of Article VII of the Convention
11:30 – 12:30	Supporting the implementation of the Convention: regional perspectives
12:30 – 14:30	<i>Lunch break</i>
14:30 – 16:00	National Authorities – meetings in regional groups
16:00 – 16:30	<i>Coffee break</i>
16:30 – 17:00	Summing-up and closure

Time	Activity
<i>Sunday, 29 November</i>	Meeting with Secretariat officials
09:00 – 13:00	Time reserved for consultations between the representatives of individual National Authorities and Secretariat officials on implementation issues, including draft legislation

Annex 2

**ELEVENTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, THE NETHERLANDS
27 – 29 NOVEMBER 2009**

NOMINATION FORM

Please submit the completed form, preferably typed, **by 2 October 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.

Please type or use BLOCK LETTERS.

1.	National Authority 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.	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"/>

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.

² For this and like items below, please tick the appropriate box or boxes.

19.	Is a bilateral meeting with Secretariat officials on Sunday, 29 November, required?	Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", please specify which unit(s) you would like to consult with: Declarations Branch (DEB) <input type="checkbox"/> Industry Verification Branch (IVB) <input type="checkbox"/> Office of the Legal Adviser (LAO) <input type="checkbox"/> Implementation Support Branch (IPB) <input type="checkbox"/> Assistance and Protection Branch (APB) <input type="checkbox"/> International Cooperation and Assistance Branch (ICB) <input type="checkbox"/> Planning and Review Branch (PRB) <input type="checkbox"/>	
20.	Will the nominee also attend the OCPF workshop on 25 and 26 November 2009?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21.	For sponsored participants, will assistance to continue accommodation (at nominee's own cost) be required from the OPCW?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22.	If "Yes", specify for which dates in November / December 2009. ³	30 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

- - - 0 - - -

³ Please tick all that apply. Note that, for sponsored participants, the Secretariat will cover the costs of hotel accommodation only during the Meeting of National Authorities, in accordance with the approved travel itinerary.