



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/822/2010

8 March 2010

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR THE NINTH REGIONAL MEETING OF
NATIONAL AUTHORITIES OF STATES PARTIES IN EASTERN EUROPE
SARAJEVO, BOSNIA AND HERZEGOVINA
19 – 21 MAY 2010**

1. On behalf of the Government of Bosnia and Herzegovina 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 Ninth Regional Meeting of National Authorities of States Parties in Eastern Europe, which will be held in Sarajevo, Bosnia and Herzegovina, from 19 to 21 May 2010. 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 eight 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 implementation of Article VI of the Convention;
 - (c) the revised mechanism for selection of other chemical production facility (OCPF) plant sites;
 - (d) future 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 Tuesday, 18 May 2010**, and to depart **no later than Saturday, 22 May 2010**. 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 Bosnia and Herzegovina. When applying for any required visas, they should present the Embassy or Consulate of Bosnia and Herzegovina with a copy of the acceptance letter from the OPCW. Participants are required to approach the Embassy or Consulate of Bosnia and Herzegovina immediately after receiving their acceptance letter issued by 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. The Secretariat must receive all nominations **no later than Monday, 12 April 2010**, and National Authorities are kindly requested to note that the Secretariat will not accept any nominations for sponsorship that are submitted after this date. 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

**NINTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN EASTERN EUROPE
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19 – 21 MAY 2010**

PROVISIONAL PROGRAMME

Time	Activity
<i>Wednesday, 19 May 2010</i>	
08:30 – 09:15	Registration
09:15 – 10:00	Opening of the meeting
10:00 – 10:30	<i>Coffee/tea 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	Recent developments in regard to the implementation of Article VI of the Convention: <ul style="list-style-type: none"> • The decision by the CSP¹ (C-13/DEC.4, dated 3 December 2008) on guidelines regarding the declaration of import and export data for Schedule 2 and Schedule 3 chemicals • The decision by the CSP (C-14/DEC.4, dated 2 December 2009) on guidelines regarding low concentration limits for declaration of Schedule 2A and 2A* chemicals • Progress towards adopting the new recommendation of the World Customs Organization (WCO) in regard to the most-traded Schedule 2 and Schedule 3 chemicals • The use of SITC² sub-codes for identifying low-relevance facilities in OCPF inspections
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:30	The Online Scheduled Chemicals Database and the Declarations Handbook
14:30 – 15:30	The electronic declaration software tool for National Authorities (EDNA Version 2.0)
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Panel discussion on Article VI declarations-related issues

¹ CSP = Conference of the States Parties

² SITC = Standard International Trade Classification

Time	Activity
<i>Thursday, 20 May 2010</i>	
09:00 – 09:45	Revised mechanism for the selection of OCPF plant sites
09:45 – 10:30	Panel discussion on the results of the application of the OCPF site-selection mechanism as it was applied in 2009
10:30 – 11:00	<i>Coffee/tea 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	<ul style="list-style-type: none"> • New developments in the Article V1 activities of the Secretariat (S&A, sequential inspections, and the selection of Schedule 3 plant sites for inspection) • Subsequent discussion/analysis of inspection issues in letters sent to inspected States Parties (ISPs); closure letters, and the comments of ISPs on the first inspection report (FIR)
15:00 – 15:30	Panel discussion on Article V1 industry-verification issues
15:30 – 16:00	<i>Coffee/tea 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
<i>Friday, 21 May 2010</i>	
09:00 – 10:00	Improving chemical safety and security: Roundtable discussion
10:00 – 11:00	The OPCW's contribution to global anti-terrorism efforts: Prospects for regional and subregional cooperation
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 12:00	Presentation on the IPACT ³ project and roundtable discussions
12:00 – 14:00	<i>Lunch</i>
14:00 – 16:30	Bilateral consultations
16:30 – 17:00	Summing up, and closure of the meeting

Annex 2

**NINTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN EASTERN EUROPE
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19 – 21 MAY 2010**

NOMINATION FORM

Please submit the completed form **by 12 April 2010** 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*	
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
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"/>

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

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