



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/856/2010

9 July 2010

ENGLISH and FRENCH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR THE
EIGHTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN AFRICA
WINDHOEK, NAMIBIA
27 – 29 SEPTEMBER 2010**

1. On behalf of the Government of Namibia and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to submit nominations for the eighth regional meeting of National Authorities of States Parties in Africa, which will be held in Windhoek, Namibia, from 27 to 29 September 2010.
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).
3. The Second Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention also welcomed the efforts made by States Parties to assist each other, upon request, with their national implementation measures (RC-2/4, dated 18 April 2008). It further noted the value of bilateral assistance and networking within and among regions, especially for those States Parties with limited resources that may need particular assistance.
4. The Conference, at its Fourteenth Session, also adopted a decision on national implementation measures of Article VII obligations (C-14/DEC.12, dated 4 December 2009), in which the Technical Secretariat (hereinafter “the Secretariat”) was encouraged to continue to provide technical assistance in a tailor-made and systematic manner and to effectively address the needs of States Parties, with a view to addressing their practical national implementation issues and concerns.
5. Providing a framework in which States Parties in the region can present their needs for assistance in relation to their Article VII obligations and indicate what assistance they can offer to other States Parties, the meeting will help the Secretariat determine how it may enhance the assistance it provides to States Parties in the region in relation to their national implementation measures. It will also serve as a forum in which representatives of National Authorities can confer with each other and with



Secretariat staff in order to identify what further steps, if any, each State Party needs to take in order to implement its Article VII obligations.

6. The programme will focus on the following:
 - (a) the objectives and basic concepts of the Chemical Weapons Convention (hereinafter “the Convention”);
 - (b) an introduction to legislative and regulatory implementation;
 - (c) a review of the OPCW Programme to Strengthen Cooperation with Africa (hereinafter “the Africa Programme”) and its impact on the implementation of the Convention in the region;
 - (d) recent developments regarding Article VI issues and their potential impact on Africa;
 - (e) engaging customs authorities in the implementation of the Convention’s transfer regime;
 - (f) a review of experiences and the sharing of effective measures undertaken and lessons learnt in regard to implementation of the Convention;
 - (g) a review of 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 and regulations; and
 - (h) bilateral meetings with Secretariat staff.
7. National Authorities are **hereby requested to note** that persons nominated to attend this eighth regional meeting of National Authorities of States Parties in Africa in Windhoek, Namibia, **MUST BE AVAILABLE** to attend the regional meeting of parliamentarians from African States Parties to the Convention, which is being held on 30 September and 1 October 2010 at the Pan-African Parliament (PAP) Secretariat in Midrand, South Africa. A separate invitation for the Midrand meeting has been issued to National Authorities.
8. 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 contributions to discussions and group exercises in each of the following areas:
 - (a) the status of implementation of the Convention in the State Party in question, including information as to whether a National Authority has been designated and/or established, and the current status of its national implementing legislation and/or any administrative measures that have been undertaken;
 - (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/subregion, any conditions for their making such offers, and the dates on which this support will become available;
 - (d) an update on the practical steps being made by National Authorities to gather data on the import and export of scheduled chemicals;
 - (e) efforts by National Authorities to implement the provisions of the Convention on matters related to trade and industry;
 - (f) what steps National Authorities are taking to engage relevant stakeholders and to sensitise them to the Convention; and
 - (g) activities under the Africa Programme in which nominees from the State Party in question have participated and the impact these have had on the functioning of their National Authorities.
9. The provisional programme for the meeting is included as Annex 1 to this Note.
10. The Secretariat expects to be able to sponsor the participation of a limited number of representatives of 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, 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 no case will the Secretariat 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, participants are expected to arrive **no earlier than Sunday 26 September 2010** and to depart **no later than Thursday 30 September 2010**. 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.
12. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Namibia and to South Africa. When applying for any entry visa, they should present the Embassies or Consulates of Namibia and South Africa with a copy of the acceptance letter from the OPCW.

13. All activities during the meeting 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 two languages.
14. 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)70 416 3228, or by e-mail to ipb@opcw.org. All nominations must be received by the Secretariat **no later than 20 August 2010**. Only those candidates whose applications have been successful will be contacted. Nominations received by the Secretariat after the deadline will not be considered for sponsorship. 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 Mr Bernard Amoh (+31 (0)70 416 3376) and Ms Floriane Leblond (+31 (0)70 416 3224).

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**EIGHTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN AFRICA
WINDHOEK, NAMIBIA
27 – 29 SEPTEMBER 2010**

PROVISIONAL PROGRAMME

Time	Activity
<i>Monday, 27 September 2010</i>	
08:00 – 09:00	Registration
09:00 – 09:45	Opening ceremony
09:45 – 10:00	<i>Coffee/tea break</i>
10:00 – 10:30	Status of implementation of the Convention
10:30 – 11:30	Objectives and basic concepts of the Convention and an introduction to legislative and regulatory implementation
11:30 – 12:15	Recent developments regarding Article VI issues and their potential impact on Africa
12:15 – 13:45	<i>Lunch break</i>
13:45 – 14:45	Programmes of the International Cooperation and Assistance Division (ICA) of the OPCW
14:45 – 15:30	Engaging customs authorities in the implementation of the Convention's transfer regime: <ul style="list-style-type: none"> • The role of customs authorities • Contacts between the National Authority and customs authorities • The training of customs authorities
15:30 – 15:45	<i>Coffee/tea break</i>
15:45 – 16:15	The OPCW's Africa Programme
16:15 – 17:00	Round-table discussion on the Africa Programme
<i>Tuesday, 28 September 2010</i>	
08:30 – 09:15	Requirements for comprehensive national implementing legislation
09:15 – 10:00	Practical issues and common problems in controlling transfers of scheduled chemicals
10:00 – 10:30	The role of National Authorities in implementing the Convention
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	The experience of Namibia in implementing its national obligations under the Convention

11:30 – 13:00	<p>Working group discussions: States Parties' experiences in implementing the Convention</p> <p>Group 1: Legislative and regulatory requirements required for implementation of the Convention:</p> <ul style="list-style-type: none"> • Setting up (designating/establishing) a National Authority • National primary (parliamentary) implementing legislation • National secondary implementing legislation (regulations) • Negotiation of a privileges-and-immunities agreement <p>Group 2: Other measures required for the full implementation of the Convention:</p> <ul style="list-style-type: none"> • Identifying declarable activities and making declarations • Preparation for inspections • Annual submission of information on the national protective programme against chemical weapons
13:00 – 14:00	<i>Lunch break</i>
14:00 – 14:30	Working group discussions: States Parties' experiences in implementing the Convention
14:30 – 15:45	Reports on the working group discussions
15:45 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Bilateral consultations among National Authorities, and between National Authorities and the Secretariat
<i>Wednesday, 29 September 2010</i>	
08:30 – 12:30	Bilateral consultations among National Authorities, and between National Authorities and the Secretariat (continued)
12:30 – 13:00	Evaluation, summing-up, and closing ceremony
13:00 – 14:00	<i>Lunch break</i>

Annex 2

**EIGHTH REGIONAL MEETING OF NATIONAL AUTHORITIES
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WINDHOEK, NAMIBIA
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NOMINATION FORM

Please submit the completed form by **20 August 2010** to:
The Director, International Cooperation and Assistance Division, OPCW
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands
Fax: +31 (0)70 416 3228; e-mail: ipb@opcw.org

Please type or use BLOCK LETTERS.

1.	Family name of nominee*	
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"/>
18.	Is a meeting with the Secretariat required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		If so, which Division(s)/Branch(es) would you like to consult with?
		(i) Office of the Legal Adviser (LAO) <input type="checkbox"/>
		(ii) Verification Division (VER) <input type="checkbox"/>
		(iii) International Cooperation and Assistance Division (ICA) <input type="checkbox"/>

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

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