



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

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12 August 2010

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR THE TWELFTH ANNUAL MEETING OF NATIONAL AUTHORITIES  
THE HAGUE, THE NETHERLANDS  
26 – 28 NOVEMBER 2010**

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to invite National Authorities to submit nominations for the Twelfth Annual Meeting of National Authorities, which will be held at OPCW Headquarters in The Hague from 26 to 28 November 2010, just prior to the Fifteenth Session of the Conference of the 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, which will take place on 26 November 2010, will consist in “A Review of the Impact of the Implementation Support and Capacity-Building Activities of the OPCW”, and will focus on the following:
  - (a) the evaluation and analysis of feedback received from participants attending OPCW implementation support and capacity-building activities; and
  - (b) the experiences of States Parties that have received implementation and capacity-building support from the OPCW, and the lessons learned.
4. The objectives are:
  - (a) to work with States Parties to review and better understand their own efforts and those of the Secretariat to increase their national capacity to comply with their obligations under the Convention;
  - (b) to facilitate the exchange of information and experiences regarding the implementation of the Convention, with a view to improving and focusing such efforts in the future;



- (c) to promote cooperation among National Authorities at the regional and subregional levels;
  - (d) to identify implementation problems and to facilitate their resolution through cooperation between the States Parties and the Secretariat;
  - (e) to enhance awareness of activities relating to international cooperation under the Convention; and
  - (f) to build upon the outcomes of the National Authorities meeting in order for the Secretariat to design better implementation-support and capacity-building programmes in the future.
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 described in paragraph 4 above are also invited to attend.
  6. During the thematic segment on 26 November 2010, an overview will be provided of International Cooperation and Assistance Division (ICA) implementation and capacity-building activities since entry into force (EIF) of the Convention, and round-table discussions on the evaluation and analysis of feedback received from the participants attending ICA activities will take place.
  7. On 27 November 2010, National Authorities will be provided with information on the issues to be discussed during the Conference when it meets for its Fifteenth Session (between 29 November and 3 December 2010) and on the progress made in implementing Article VII of the Convention. On 27 November, National Authorities will also have the opportunity to meet in their respective regional groups to identify key areas for the Secretariat to focus on in regard to implementation-support programmes in 2011.
  8. The presence in The Hague of the representatives of so many National Authorities, in conjunction with the Fifteenth 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 28 November 2010 will be reserved for this purpose. Interested National Authorities are therefore requested to tick (✓) the appropriate box(es) on the nomination form in order to inform the Secretariat beforehand of the particular national-implementation issues they would like to discuss, thus enabling the appropriate Secretariat officials to be prepared for the relevant consultations. During the meeting, the Secretariat may also invite participants to discuss implementation issues on a bilateral basis. National Authorities that wish to discuss draft legislation are encouraged to submit drafts in advance and to contact the Office of the Legal Adviser (LAO) before the meeting to discuss their specific needs. The e-mail address of the LAO is [legal@opcw.org](mailto:legal@opcw.org), and the contact telephone numbers are +31 (0)70 416 3779 and + 31 (0)70 416 3814.
  9. The programme for the meeting is attached as Annex 1 to this Note.

10. Interpretation services will be provided in all the official languages of the OPCW only on 26 and 27 November 2010. No interpretation services will be available during the regional group meetings during the afternoon of 27 November or during the bilateral consultations on the morning of 28 November.
11. The Secretariat expects to be able to sponsor the participation of a limited number of representatives 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.
12. 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, 25 November 2010**, and to depart **no later than Monday, 29 November 2010**. Participants wishing to stay in The Hague in order to participate in the Fifteenth Session of the Conference 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 Fifteenth Session of the Conference **will be at their own expense**.
13. The agreement of the 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.
14. 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.
15. Interested National Authorities are invited to complete a separate nomination form (attached as Annex 2 to this Note) for each nominee, 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 3228 and +31 (0)70 306 3535, or by e-mail to [ipb@opcw.org](mailto:ipb@opcw.org). The

nomination forms must be received by the Secretariat **no later than Friday, 1 October 2010**. Any applications received after 1 October 2010 will not be considered for sponsorship. It should also be noted that participants must present an OPCW acceptance letter in order to register at the meeting.

16. Additional information may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Ms Mina Senior-Faress, who can be reached at +31 (0)70 416 3277, and Mr Ananda Perera, who can be reached at +31 (0)70 416 3818.

Annexes:

- Annex 1: Provisional Programme
- Annex 2: Nomination Form

## Annex 1

**TWELFTH ANNUAL MEETING OF NATIONAL AUTHORITIES  
THE HAGUE, THE NETHERLANDS  
26 – 28 NOVEMBER 2010**

**PROVISIONAL PROGRAMME**

Time	Activity
<i>Friday, 26 November 2010</i>	
<b>Thematic Segment: A Review of the Impact of the Implementation Support and Capacity-Building Activities of the OPCW</b>	
08:00 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:30 – 10:00	Presentation: Overview of OPCW/ICA activities since EIF in support of the implementation and capacity-building efforts of States Parties
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:15	Presentation by the IPB <sup>1</sup> on activities since EIF to support the implementation and capacity-building efforts of States Parties
11:15 – 12:00	Presentation by the APB <sup>2</sup> on activities to support the implementation of Article X since EIF
12:00 – 12:45	Presentation by the ICB <sup>3</sup> on activities to support the implementation of Article XI since EIF
12:45 – 14:30	<i>Lunch break</i>
14:30 – 15:30	Presentation by the VER <sup>4</sup> on activities to support implementation and capacity-building in the area of Article VI declaration and inspection activities
15:30 – 16:00	Presentation by the LAO on activities in support of efforts by States Parties in the area of national implementing legislation.
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 18:00	Round-table discussion on the evaluation and analysis of feedback received from participants attending OPCW implementation support and capacity-building activities
18:00 – 18:30	Summing-up and closure of the thematic segment
18:30 – 20:30	<i>Reception hosted by Mr Ahmet Üzümcü, Director-General of the OPCW</i>
<i>Saturday, 27 November 2010</i>	
<b>Informative Segment and Regional Perspectives on National Implementation of the Convention</b>	
08:00 – 09:00	Registration
09:00 – 09:15	Opening ceremony, and practical matters
09:15 – 10:15	Status of implementation of Article VII of the Convention
10:15 – 10:45	<i>Coffee/tea break</i>
10:45 – 11:45	Supporting the implementation of the Convention: Regional perspectives

<sup>1</sup> IPB = Implementation and Support Branch

<sup>2</sup> APB = Assistance and Protection Branch

<sup>3</sup> ICB = International Cooperation Branch

<sup>4</sup> VER = Verification Division

<b>Time</b>	<b>Activity</b>
11:45 – 12:45	Round table discussion on future perspectives for implementation support and capacity-building activities
12:45 – 14:30	<i>Lunch break</i>
14:30 – 16:00	Meetings in regional groups of National Authorities
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:30	Summing-up and closure
<b><i>Sunday, 28 November 2010</i></b>	
<b>Meetings with Secretariat Officials</b>	
09:00 – 13:00	Time reserved for consultations between the representatives of individual National Authorities and Secretariat officials on implementation issues, including work on draft implementing legislation

## Annex 2

**TWELFTH ANNUAL MEETING OF NATIONAL AUTHORITIES  
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**NOMINATION FORM**

Please submit the completed form, preferably typed, **by 1 October 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](mailto:ipb@opcw.org)

**Please type or use BLOCK LETTERS.**

1.	National Authority making the nomination	
2.	Family name of nominee <sup>5</sup>	
3.	First name(s)	
4.	Date of birth	Day                  Month                  Year
5.	Citizenship	
6.	Gender <sup>6</sup>	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"/>

<sup>5</sup> Please give the first and family names exactly as they appear in the nominee's passport.

<sup>6</sup> For this and like items below, please tick the appropriate box or boxes.

19.	Is a bilateral meeting with Secretariat officials on Sunday, 28 November 2010, 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): EDNA-related <input type="checkbox"/> Declarations Branch (DEB): other declarations issues <input type="checkbox"/> Industry Verification Branch (IVB) <input type="checkbox"/> Chemical Demilitarisation Branch (CDB) <input type="checkbox"/> Policy and Review Branch (PRB) <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"/>
20.	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"/>
21.	If "Yes", specify for which dates in November/December 2010. <sup>7</sup>	29 <input type="checkbox"/> 30 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>

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<sup>7</sup> Please tick all that apply. Note that, for sponsored participants, the Secretariat will cover the costs of hotel accommodation only for the meeting of National Authorities, and in accordance with the approved travel itinerary.