



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/906/2011

23 February 2011

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS FOR THE TENTH REGIONAL MEETING OF
NATIONAL AUTHORITIES OF STATES PARTIES IN EASTERN EUROPE
TALLINN, ESTONIA
16 – 18 MAY 2011**

1. On behalf of the Government of Estonia 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 Tenth Regional Meeting of National Authorities of States Parties in Eastern Europe, which will be held in Tallinn, Estonia, from 16 to 18 May 2011. 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. Similar to previous years, the purpose of the meeting is to provide a forum for representatives of National Authorities in Eastern Europe to review and discuss issues related to the practical implementation of the Convention and to foster regional cooperation for the implementation of the Convention. The specific objectives of the meeting are:
 - (a) to review recent developments with regard to the implementation of Article VI of the Convention;
 - (b) to highlight the role of the National Authority in the conduct of inspections;
 - (c) to provide a forum for practical exercises regarding on-site inspections; and
 - (d) to share experiences in conducting Article VI inspections in Eastern Europe.
3. All participants will be expected to share their national experiences on the topics to be discussed during the meeting.
4. The provisional programme for the meeting is included as Annex 1 to this Note.



5. The Technical Secretariat (hereinafter “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.
6. 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.
7. 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 Sunday, 15 May 2011**, and to depart **no later than Thursday, 19 May 2011**. The Secretariat’s agreement is required for any changes to these arrival and departure dates.
8. The Secretariat 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 Estonia. When applying for any required visas, they should present the Embassy or Consulate of Estonia with a copy of the acceptance letter from the OPCW. Participants are required to approach the Embassy or Consulate of Estonia immediately after receiving their acceptance letter issued by the OPCW.
11. All activities during the meeting will be conducted in English. 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 and +31 (0)70 416 3228, or by e-mail to ipb@opcw.org. The Secretariat must receive all nominations **no later than Friday, 1 April 2011**. 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 regional meeting.

13. 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, who can be contacted at +31 (0)70 416 3823, and Ms Olisea Becu, who can be contacted at +31 (0)70 416 3224.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**TENTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN EASTERN EUROPE
TALLINN, ESTONIA
16 – 18 MAY 2011**

PROVISIONAL PROGRAMME

Time	Activity
<i>Monday, 16 May 2011</i>	
08:30 – 09:15	Registration
09:15 – 10:00	Opening ceremony
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 11:00	Status of implementation of the Convention
11:00 – 11:45	Recent developments with regard to the implementation of Article VI of the Convention
11:45 – 12:30	Issues concerning Article VI declarations: the experience of States Parties in Eastern Europe
12:30 – 14:00	<i>Lunch</i>
14:00 – 14:45	Selection of facilities for inspection under Article VI
14:45 – 15:30	Revised mechanism for the selection of OCPF ¹ plant sites
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:45	The role of the National Authority in inspections
16:45 – 17:30	Bilateral consultations
<i>Tuesday, 17 May 2011</i>	
09:00 – 09:45	OCPF inspections: general goal and specific inspection aims
09:45 – 10:30	Conducting an OCPF inspection and writing preliminary findings: illustration of the different situations possible
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	Preparation for on-site inspections: administrative issues, formation of escort teams, assignment of tasks
11:45 – 12:30	Report writing: technical description of plant site and records review
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Preparation by the National Authority for on-site inspection (hands-on exercise)
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Discussion of the reports and handling of inspection issues: presentation by States Parties on their inspection experiences in Eastern Europe
<i>Wednesday, 18 May 2011</i>	
09:00 – 15:30	Visit to an OCPF plant site
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Round-table discussion on lessons learned from the exercise and on inspection issues in Eastern Europe
17:00 – 17:30	Summing up and closure of the meeting

¹ OCPF = other chemical production facilities

Annex 2

**TENTH REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN EASTERN EUROPE
TALLINN, ESTONIA
16 – 18 MAY 2011**

NOMINATION FORM

Please submit the completed form **by 1 April 2011** 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, +31 (0)70 416 3228; 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.