



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1076/2013

28 February 2013

ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR THE TWELFTH REGIONAL MEETING
OF NATIONAL AUTHORITIES OF STATES PARTIES IN EASTERN EUROPE
ZAGREB, CROATIA
14 – 16 MAY 2013**

1. On behalf of the Government of Croatia 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 Twelfth Regional Meeting of National Authorities of States Parties in Eastern Europe, which will be held in Zagreb, Croatia, from 14 to 16 May 2013. The meeting is designed to provide an opportunity for interaction amongst personnel of National Authorities who are involved with the 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. 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, to share best practices and challenges, and to foster regional cooperation for the implementation of the Convention. The specific objectives of the meeting are to:
 - (a) review recent developments and/or updates, including those regarding the implementation of Article VI of the Convention;
 - (b) focus on the identification of declarable activities, with an emphasis on production, processing, and consumption;
 - (c) highlight the provisions of the transfers regime of the Convention, with special attention on data collection by National Authorities;
 - (d) review the OPCW decisions on guidelines for the declaration of import and export data for Schedule 2 and 3 chemicals and low concentration limits and their implementation to date; and
 - (e) provide a forum for sharing experiences, best practices, and challenges regarding the implementation of the Convention in Eastern Europe.
3. In view of the fact that the programme is designed to be interactive and participatory, all participants will be expected to take an active part in the discussions and to make



presentations in order to share their national experiences and best practices on the topics 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 this 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. To keep costs to a minimum, participants are expected to arrive **no earlier than Monday, 13 May 2013**, and to depart **no later than Friday, 17 May 2013**. 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 are requested to obtain any necessary visas (including transit visas) before travelling to Zagreb. When applying for any required visas, they should present the Embassy or Consulate of Croatia with a copy of the acceptance letter from the OPCW. Participants are required to approach the Embassy or Consulate of Croatia immediately after receiving their acceptance letter issued by the OPCW.
10. 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.
11. 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 requested. 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 +31 (0)70 416 3228, or by e-mail to ipb@opcw.org. The Secretariat must receive all nominations **no later than Friday, 5 April 2013**. 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.

12. For additional information about the meeting, please contact Ms Mina Senior-Faress of the Implementation Support Branch, International Cooperation and Assistance Division (ICA), who can be reached at: +31 (0)70 416 3277.

Annexes:

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

Annex 1

**TWELFTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN EASTERN EUROPE
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PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 14 May 2013</i>	
08:30 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:30 – 10:00	Overview of the regional meeting: Objectives and topics
10:00 – 10:30	Recent developments at OPCW Headquarters: <ul style="list-style-type: none"> • Preparations for the Third Review Conference¹ • ICA initiatives and programmes
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	Recent developments on the implementation of Article VI of the Convention: <ul style="list-style-type: none"> • Update on the timely submission of declarations in Eastern Europe • Update on statistical information regarding the trade in scheduled chemicals in Eastern Europe
11:45 – 12:00	Question-and-answer session
12:00 – 12:30	Declarations: <ul style="list-style-type: none"> • Update on electronic declarations and on EDNA version 2.5 • Emphasis on the accuracy, quality, and timeliness of declarations
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Break-out groups to discuss Article VI developments in Eastern Europe
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Report of the break-out groups to the plenary and round-table discussions on Article VI developments and their impact on the States Parties in Eastern Europe
17:00 – 17:30	Bilateral consultations
<i>Wednesday, 15 May 2013</i>	
09:00 – 09:20	Identification of declarable activities with a focus on production, processing, and consumption: <ul style="list-style-type: none"> • Provisions of the Convention • Decisions of the Conference of the States Parties and of the Executive Council • Outreach to industry
09:20 – 09:30	Question-and-answer session
09:30 – 10:00	Identification of declarable activities for Schedule 2 chemicals and for facilities related to such chemicals

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Third Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention

Time	Activity
10:00 – 10:30	Identification of declarable activities for Schedule 3 chemicals and for facilities related to such chemicals and other chemical production facilities (OCPFs)
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Break-out groups on identification of declarable activities in Eastern Europe
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:00	Report of the break-out groups to the plenary and round-table discussions
15:00 – 15:30	Transfer provisions of the Convention and related decisions
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:30	Transfer provisions of the Convention and related decisions (continued)
16:30 – 17:00	Bilateral consultations
Thursday 16 May 2013	
09:00 – 09:30	Sources for collection of data on imports and exports
09:30 – 10:15	Common problems in reporting of imports and exports with a focus on data collection by National Authorities: <ul style="list-style-type: none"> • Common causes of transfer discrepancies • Legislation and import/export licensing • Role of customs authorities in data collection • National policies on weight thresholds and low-concentration thresholds • Surveys on the implementation of the decisions related to declarations of the import and export of Schedule 2 and Schedule 3 chemicals • Approaches to resolving transfer discrepancies
10:15 – 10:30	Question-and-answer session
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 12:30	Break-out groups to discuss the transfer regime of the Convention, with a focus on data collection by National Authorities
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:00	Report of the break-out groups to the plenary and round-table discussions
15:00 – 16:00	Sharing experiences, best practices, and challenges regarding the implementation of the Convention in Eastern Europe
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 17:00	Summing up and closure of the meeting

Annex 2

**TWELFTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN EASTERN EUROPE
ZAGREB, CROATIA
14 – 16 MAY 2013**

NOMINATION FORM

Please submit the completed form **by 5 April 2013** 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 or +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"/>	

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* 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.