



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1080/2013

19 March 2013

ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR THE ELEVENTH REGIONAL MEETING OF
NATIONAL AUTHORITIES OF STATES PARTIES IN ASIA
NICOSIA, CYPRUS
28 – 30 MAY 2013**

1. On behalf of the Government of the Republic of Cyprus and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate representatives to attend the Tenth Regional Meeting of National Authorities of States Parties in Asia, which will be held in Nicosia, Cyprus, from 28 to 30 May 2013.
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 subsequent regular sessions adopted decisions on the follow-up to that plan (C-10/DEC.16, dated 11 November 2005; C-11/DEC.4, dated 6 December 2006; C-12/DEC.9, dated 9 November 2007; C-13/DEC.7, dated 5 December 2008, C-14/DEC.12, dated 4 December 2009; and C-15/DG.11, dated 27 October 2010). The Second Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention encouraged the States Parties and the Technical Secretariat (hereinafter “the Secretariat”) to continue to support the implementation by States Parties of the aforementioned decisions of the Conference in order for them to achieve full implementation of their Article VII obligations.
3. This meeting will serve as a forum in which States Parties in the region can present their needs for assistance in relation to Article VII and indicate what assistance they can offer to other States Parties in this regard. In addition, it will help the Secretariat to determine how it can enhance the assistance it offers to States Parties in the region in the light of the aforementioned Conference decisions.
4. The meeting 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 participating State Party needs to take in order to implement its obligations under the Chemical Weapons Convention (hereinafter “the Convention”).



5. The programme for the meeting includes the following:
 - (a) a review of the requirements of Article VII, the current status of its implementation and new approaches and initiatives;
 - (b) a review of outreach programmes with focus on ways for declarable activities to be identified, thus making it possible for existing approaches and methodologies to be improved, particularly in regard to recent initiatives undertaken by the Secretariat;
 - (c) discussions on national experiences, and a review of existing methods used by States Parties on specific issues related to improving the quality of Article VI declarations and the implementation of the verification regime;
 - (d) follow up on the outcome of the Third Review Conference and other recent developments;
 - (e) sharing of experiences, best practices and challenges regarding the implementation of the Convention; and
 - (f) bilateral meetings with Secretariat staff.
6. 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 presentations in each of the following areas:
 - (a) the status of implementation of the Convention in the State Party in question, with particular emphasis on collecting relevant information to make Article VI declarations and to improve the quality of such declarations;
 - (b) any problems encountered in these areas, and any support required to address them;
 - (c) the submission of Article VI declarations in electronic format;
 - (d) the experiences of the State Party with respect to receiving OPCW inspections carried out under Article VI; and
 - (e) the status of implementing legislation and administrative measures, and any support that is needed by States Parties to fulfil their Article VII obligations;
7. The provisional programme for the meeting is included as Annex 1 to this Note.
8. The Secretariat expects to be able to sponsor the participation of a limited number of representatives of National Authorities involved in the implementation of the Convention in the areas to be addressed in the programme for the regional meeting. 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 any case, the Secretariat will not cover the costs of any accommodation it has not arranged.

9. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. In most cases, the Secretariat will purchase tickets and send them to the sponsored 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. The Secretariat is not liable for any consequences that may arise from travelling with air tickets that have been purchased by any sponsored participant without its prior approval.
10. In order for the Secretariat to keep costs to a minimum, participants are expected to arrive **no earlier than Monday, 27 May 2013**, and to depart **no later than Friday, 31 May 2013**. 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.
11. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Cyprus. Participants requiring an entry visa for Cyprus are advised to contact the nearest diplomatic mission of Cyprus as soon as possible.
12. 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.
13. Interested National Authorities are invited to complete the nomination and endorsement forms that are attached as Annexes 2 and 3 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. All nominations must be received by the Secretariat **no later than Friday, 19 April 2013**. 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.
14. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Mr Maharage Ananda Perera, who can be reached at +31 (0)70 416 3818.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form
Annex 3: Endorsement Form

Annex 1

**ELEVENTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN ASIA
NICOSIA, CYPRUS
28 – 30 MAY 2013**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 28 May 2013</i>	
08:30 – 09:15	Registration
09:30 – 10:30	Opening ceremony
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Status of the implementation of the Convention: National implementation and regulations – Progress made in Asia
11:30 – 12:15	Follow-up of the outcome of the Third Review Conference and other recent developments
12:15 – 13:00	Breakout group discussion on follow-up of the outcome of the Third Review Conference
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:45	Recent developments/updates in relation to the implementation of Article VI of the Convention
14:45 – 15:30	Update on discussions in the Industry Cluster
15:30 – 15:45	Presentation by National Authority – NA 1
15:45 – 16:15	<i>Coffee/tea break</i>
16:15 – 17:15	Break-out group discussion on Article VI developments and their impact on the States Parties in Asia
17:15 – 17:30	Summing up of Day One
<i>Wednesday, 29 May 2013</i>	
09:00 – 09:45	Presentation on the implementation of Article VII : New approach and recent developments
09:45 – 10:00	Presentation by National Authority – NA 2
10:00 – 11:00	Break-out group discussion on legislative and regulatory implementation of the Convention
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 12:30	Presentation on declarable facilities including EDNA ¹
12:30 – 12:45	Presentation by National Authority – NA 3
12:45 – 13:45	<i>Lunch</i>
13:45 – 14:45	Presentation on the transfers regime of the Convention with focus on resolution of transfer discrepancies
14:45 – 15:00	Presentation by National Authority – NA 4
15:00 – 15:30	<i>Coffee/tea break</i>
15:30 – 16:30	Break-out group discussion on declarable facilities and the transfers regime
16:30 – 17:15	Presentation on ICA ² programmes and new initiatives

¹ EDNA = electronic declaration software for National Authorities.

² ICA = International Cooperation and Assistance Division.

Time	Activity
17:15 – 17:30	Summing up of Day Two
<i>Thursday, 30 May 2013</i>	
09:00 – 09:20	The OPCW's web-based tools (E-learning/OPCW Customs Forum)
09:20 – 09:35	Presentation by National Authority - NA 5
09:35 – 11:30	Break-out group discussion on sharing experiences, best practices, and challenges regarding the implementation of the Convention
11:30 – 12:00	<i>Coffee/tea break</i>
12:00 – 12:45	Break-out groups from the round-table discussions will present their findings, solutions, and conclusions
12:45 – 13:45	<i>Lunch</i>
13:45 – 15:30	Bilateral consultations
15:30 – 16:00	Summing up and closure of the meeting

Annex 2

**ELEVENTH REGIONAL MEETING OF NATIONAL AUTHORITIES
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NOMINATION FORM

Please submit the completed form by **Friday, 19 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; e-mail: ipb@opcw.org

Please type or use BLOCK LETTERS.

	Family name of nominee*			
	First name(s)*			
	Date of birth	Day	Month	Year
	Citizenship			
	Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
	Passport number			
	Date of issue	Day	Month	Year
	Expiry date	Day	Month	Year
	Place of issue			
	Areas of expertise			
	Employer			
	Position			
	Contact address (Please do not give a post-office box number)	Street		
		Number	Post code	
		City		
		Country		
	E-mail address			
	Telephone numbers, including country and city codes	Home		
		Work		
		Mobile		
	Fax numbers, including country and city codes	Home		
		Work		
	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

*

Please provide 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.

Annex 3

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ENDORSEMENT BY THE NATIONAL AUTHORITY

I, _____, Head/Chief Coordinator of the National Authority of the State Party of _____, on behalf of the Government of _____, hereby endorse the nomination form of Mr/Ms _____, holding the position/designation of _____ in the Office/Division/Branch of _____ as indicated in the attached nomination form for participation in the Eleventh Regional Meeting of National Authorities of States Parties in Asia being held in Nicosia, Cyprus, from 28 to 30 May 2013.

Signature: _____

Name: _____

Designation: _____

Official seal of the organisation:

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