



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/1116/2013

19 July 2013

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS  
FOR THE FIFTEENTH ANNUAL MEETING OF NATIONAL AUTHORITIES  
THE HAGUE, THE NETHERLANDS  
27 – 30 NOVEMBER 2013**

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to invite National Authorities to submit nominations for the Fifteenth Annual Meeting of National Authorities, which will be held at the OPCW Headquarters in The Hague from 27 to 30 November 2013, prior to the Eighteenth Session of the Conference of the States Parties (hereinafter “the Conference”).
2. The annual meeting of National Authorities is designed to establish an interactive communication and cooperation mechanism among the National Authorities, and between them and the OPCW. Furthermore, it is intended to create regional networks in support of the implementation of the Chemical Weapons Convention (hereinafter “the Convention”) and to enhance regional aspects of implementation-support activities.
3. This year the annual meeting will take place over four days, from Wednesday, 27 November to Saturday, 30 November 2013, rather than Thursday to Sunday, as was the practice in the past. The first three days will be dedicated to the programme itself, and during the last day, bilateral consultations will be conducted between the representatives of National Authorities and the Secretariat.
4. Each year, the meeting of National Authorities includes a thematic and an informative segment. This year, the thematic segment, which will take place on 27 November 2013, will focus on the challenges faced by National Authorities in implementing the Convention. During this segment, representatives of National Authorities, along with their counterparts from different regions, will have the opportunity to discuss the five areas mentioned below in facilitated break-out groups, and thereafter to report to the plenary session regarding their findings and solutions:
  - (a) identification of declarable activities under Article VI of the Convention, as well as resolving transfer discrepancies under the transfers regime of the Convention;
  - (b) achieving effective national implementation through Articles VII, X, and XI of the Convention;



- (c) receiving inspections under Article VI of the Convention including S&A inspections;
  - (d) discussion on science and technology; and
  - (e) discussion on education and outreach.
5. The objectives are:
- (a) to provide an occasion for National Authorities to highlight and work through issues in connection with the above areas in order to enhance their capacity to comply with their obligations under the Convention;
  - (b) to promote cooperation among National Authorities in order to further the implementation of the Convention at the regional level; and
  - (c) to promote cooperation between the States Parties and the Secretariat in order to enhance the implementation of the Convention.
6. In order for the Secretariat to provide optimum logistical arrangements, applicants are requested to indicate which break-out group they would like to participate in by ticking (✓) the appropriate box on the nomination form (attached as Annex 2 to this Note).
7. During the informative segment on 28 November 2013, National Authorities will receive an update on recent developments in Article VI declarations and inspection issues, the progress made in implementing Article VII of the Convention, the role of the National Authority as the receiving State Party for an inspection, as well as a briefing by the Office of Confidentiality and Security on handling of confidential information by National Authorities.
8. During the second part of the informative segment on 29 November 2013, National Authorities will receive updates on recent developments in the programmes of the International Cooperation and Assistance Division (ICA) under Articles VII, X, and XI of the Convention. In the afternoon of 29 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 2014.
9. The presence in The Hague of the representatives of so many National Authorities, in conjunction with the Eighteenth 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 30 November 2013 will be reserved for this purpose. Interested National Authorities are 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) or to the Implementation

Support Branch Legal Officer before the meeting to discuss their specific needs. The e-mail addresses are [legal@opcw.org](mailto:legal@opcw.org) and [Danilo.Campisi@opcw.org](mailto:Danilo.Campisi@opcw.org), and the contact telephone numbers are +31 (0)70 416 3779 and +31 (0)70 416 3034.

10. National Authorities are invited to nominate representatives who have been or will be directly involved in the implementation of the Convention, particularly in their day-to-day activities.
11. The provisional programme for the meeting is attached as Annex 1 to this Note.
12. Interpretation services will be provided in all the official languages of the OPCW on 27, 28, and 29 November 2013 only. No interpretation services will be available during the regional group meetings during the afternoon of 29 November or during the bilateral consultations on the morning of 30 November.
13. 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, 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.
14. 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 Tuesday, 26 November 2013, and to depart no later than Sunday, 1 December 2013**. Participants wishing to stay in The Hague in order to participate in the Eighteenth 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 Eighteenth Session of the Conference will be at their own expense.
15. 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.
16. 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.

17. Interested National Authorities are invited to complete a separate nomination form 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)70 416 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, 20 September 2013**. Any applications received after this date 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.
18. Additional information may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mrs 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**

**FIFTEENTH ANNUAL MEETING OF NATIONAL AUTHORITIES  
THE HAGUE, THE NETHERLANDS  
27 – 30 NOVEMBER 2013**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<i>Wednesday, 27 November 2013</i>	
<b>Thematic Segment: The Challenges Faced by National Authorities in Implementing the Convention</b>	
08:00 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:30 – 10:00	Introduction to the following challenge areas: <ul style="list-style-type: none"> <li>• Identification of declarable activities under Article VI of the Convention; resolving transfer discrepancies under the transfers regime of the Convention</li> <li>• Achieving effective national implementation through Articles VII, X, and XI of the Convention</li> <li>• Receiving inspections under Article VI of the Convention, including S&amp;A<sup>1</sup> inspections</li> <li>• Science and technology</li> <li>• Education and outreach</li> </ul>
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 12:30	Break-out group 1: Discussion on the identification of declarable activities under Article VI of the Convention, as well as on how to resolve transfer discrepancies under the transfers regime of the Convention
10:30 – 12:30	Break-out group 2: Discussion on how to achieve effective national implementation, through Articles VII, X, and XI of the Convention
10:30 – 12:30	Break-out group 3: Discussion on the receiving inspections under Article VI of the Convention, including S&A inspections
10:30 – 12:30	Break-out group 4: Discussion on science and technology
10:30 – 12:30	Break-out group 5: Discussion on education and outreach
12:30 – 14:30	<i>Lunch</i>
14:30 – 16:00	Meeting of break-out groups in order to consolidate ideas, identify solutions in the five areas of challenge, and to prepare feedback to be presented in the plenary session
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 18:30	Plenary session: Each break-out group will present its findings, solutions, and conclusions (20 minutes for each group)
18:30 – 20:30	Reception hosted by Mr Ahmet Üzümcü, Director-General of the OPCW

<sup>1</sup>

S&amp;A = sampling and analysis.

Time	Activity
<b><i>Thursday, 28 November 2013</i></b>	
<b>Informative Segment</b>	
08:00 – 09:00	Registration
09:00 – 09:30	Recent developments in relation to Article VI declarations
09:30 – 09:45	Question-and-answer session
09:45 – 10:15	Recent developments in relation to Article VI inspections
10:15 – 10:30	Question-and-answer session
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Update on the implementation of Article VII of the Convention
11:30 – 11:45	Question-and-answer session
12:00 – 14:00	<i>Lunch</i>
14:00 – 14:30	The role of the National Authority as the receiving State Party for an inspection
14:30 – 14:45	Question-and-answer session
14:45 – 15:15	Update on the Secure Information Exchange (SIX) – transmission of electronic declarations for Article VI
15:15 – 15:30	Question-and-answer session
16:00 – 16:30	<i>Coffee/tea break</i>
<b><i>Friday, 29 November 2013</i></b>	
<b>Informative Segment and Meeting in Regional Groups</b>	
09:00 – 09:30	ICA programmes and recent developments: Assistance and Protection Branch: Recent developments in relation to Article X issues
09:30 – 09:45	Question-and-answer session
09:45 – 10:15	ICA programmes and recent developments: International Cooperation Branch: Recent developments in relation to Article XI issues
10:15 – 10:30	Question-and-answer session
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	ICA programmes and recent developments: Implementation Support Branch: new initiatives
11:30 – 11:45	Question-and-answer session
12:00 – 14:00	<i>Lunch</i>
14:00 – 16:00	Regional group meetings
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 18:00	Report by the regional groups to the plenary (15 minutes for each region); Summing up and closure
<b><i>Saturday, 30 November 2013</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**

**FIFTEENTH ANNUAL MEETING OF NATIONAL AUTHORITIES  
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27 – 30 NOVEMBER 2013**

**NOMINATION FORM**

Please submit the completed form, preferably typed, by **20 September 2013** 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, +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>1</sup>		
3.	First name(s) <sup>1</sup>		
4.	Date of birth	Day	Month
5.	Citizenship	Year	
6.	Gender <sup>2</sup>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
7.	Passport number		
8.	Date of issue	Day	Month
9.	Expiry date	Day	Month
10.	Year		
11.	Place of issue		
12.	Employer		
13.	Position		
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>1</sup>

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

<sup>2</sup>

For this and like items below, please tick the appropriate box or boxes.

19.	Kindly indicate the break-out group that you would like to participate in by ticking (✓) the relevant box.	<input type="checkbox"/> Identification of declarable activities under Article VI of the Convention; resolving transfer discrepancies under the transfers regime of the Convention <input type="checkbox"/> Achieving effective national implementation through Articles VII, X, and XI of the Convention <input type="checkbox"/> Receiving inspections under Article VI of the Convention including S&A inspections <input type="checkbox"/> Discussion on science and technology <input type="checkbox"/> Discussion on education and outreach
20.	Is a bilateral meeting with Secretariat officials on Saturday, 30 November 2013, required?	Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes", please specify which unit(s) you would like to consult with: <input type="checkbox"/> Declarations Branch (DEB): EDNA-related <sup>3</sup> <input type="checkbox"/> Declarations Branch (DEB): Other declarations issues <input type="checkbox"/> Industry Verification Branch (IVB) <input type="checkbox"/> IPB Legal Officer/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 Branch (ICB)
21.	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"/>
22.	If "yes", specify for which dates in December 2013. <sup>4</sup>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>

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<sup>3</sup>

EDNA = Electronic declarations tool for National Authorities.

<sup>4</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.