



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/1162/2014

19 February 2014

ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

**CALL FOR NOMINATIONS FOR THE THIRTEENTH REGIONAL MEETING OF
NATIONAL AUTHORITIES OF STATES PARTIES IN EASTERN EUROPE
YEREVAN, ARMENIA
6 – 8 MAY 2014**

1. On behalf of the Government of the Republic of Armenia 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 Thirteenth Regional Meeting of National Authorities of States Parties in Eastern Europe, which will be held in Yerevan, Armenia, from 6 to 8 May 2014. 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 for transfer discrepancies; and
 - (d) provide a forum for sharing experiences, best practices, and challenges regarding the implementation of the Convention in Eastern Europe, with a view to enhancing regional cooperation.
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, 5 May 2014**, and to depart **no later than Friday, 9 May 2014**. 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 Yerevan. When applying for any required visas, they should present the Embassy or Consulate of Armenia with a copy of the acceptance letter from the OPCW. Participants are required to approach the Embassy or Consulate of Armenia 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 Sunday, 16 March 2014**. 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

**THIRTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN EASTERN EUROPE
YEREVAN, ARMENIA
6 – 8 MAY 2014**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 6 May 2014</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"> • Nobel peace prize • Recognition of the OPCW efforts in the area of international peace and security
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:30	Recent developments at OPCW Headquarters <ul style="list-style-type: none"> • International-cooperation-and-assistance (ICA) programmes
11:30 – 11:45	Question-and-answer session
11:45 – 12:30	Recent developments in Article VI declarations in Eastern Europe: <ul style="list-style-type: none"> • Timeliness, accuracy, and completeness of Article VI declarations • Outstanding issues
12:30 – 12:45	Question-and-answer session
12:45 – 14:00	<i>Lunch</i>
14:00 – 14:30	Declarations <ul style="list-style-type: none"> • Update on electronic declarations and on EDNA¹ version 3.0 • Emphasis on the accuracy, quality, and timeliness of declarations
14:30 – 15:30	Declarations <ul style="list-style-type: none"> • Secure Information Exchange (SIX) project: presentation
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Declarations <ul style="list-style-type: none"> • Secure information exchange (SIX) project: demonstration
17:00 – 17:30	Bilateral consultations
<i>Wednesday, 7 May 2014</i>	
09:00 – 09:20	Updated Declarations Handbook (version 2013)
09:20 – 09:30	Question-and-answer session
09:30 – 10:15	Update on the OPCW tools to assist the States Parties in identifying declarable activities under Article VI of the Convention <ul style="list-style-type: none"> • Handbook on chemicals • Online database of scheduled chemicals
10:15 – 10:30	Demonstration

¹

EDNA = electronic declaration tool for National Authorities

Time	Activity
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	Identification of declarable activities for Schedules 2 and 3 chemicals and for other chemical production facilities
11:45 - 12:00	Question-and-answer session
12:00 – 12:30	Identification of declarable activities with a focus on production, processing, and consumption
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Break-out groups to share best practices regarding the identification of declarable activities by States Parties 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
17:00 - 17:30	Bilateral consultations
<i>Thursday, 8 May 2014</i>	
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 in Eastern Europe <ul style="list-style-type: none"> • Common causes of transfer discrepancies • 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 transfer discrepancies in Eastern Europe and how to resolve them
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	Education and outreach in science and technology
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:30	Summing up and closure of the meeting
16:30 – 17:00	Bilateral consultations

Annex 2

**THIRTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN EASTERN EUROPE
YEREVAN, ARMENIA
6 – 8 MAY 2014**

NOMINATION FORM

Please submit the completed form **by 16 March 2014** 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.