



NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR THE SEVENTEENTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, THE NETHERLANDS
27 – 29 NOVEMBER 2015**

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to invite National Authorities to submit nominations for the Seventeenth Annual Meeting of National Authorities, which will be held at the OPCW Headquarters in The Hague from 27 to 29 November 2015, prior to the Twentieth 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 three days, from Friday, 27 November to Sunday, 29 November 2015. Bilateral consultations between the representatives of National Authorities and the Secretariat will be conducted in the course of the annual meeting.
4. The objectives are:
 - (a) to provide an occasion for National Authorities to highlight and work through relevant issues 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.
5. The meeting of National Authorities includes thematic and informative segments. This year the thematic segment, which will take place on 27 November 2015, 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) identifying 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;
 - (d) reviewing developments in science and technology; and
 - (e) advancing education and outreach in support 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 2015, National Authorities will be updated on recent developments in Article VI declarations, verification, and inspection issues, the progress made in implementing Article VII of the Convention, and the role of the National Authority as the receiving State Party for an inspection.
 8. The main focus of the informative segment on 29 November 2015 will be for the National Authorities to be briefed and provided with updates on recent developments in the programmes of the International Cooperation and Assistance Division (ICA) under Articles VII, X, and XI of the Convention, as well as issues related to education and outreach and science and technology. The National Authorities will also have the opportunity to meet in their respective regional groups to discuss regional issues and concerns and identify key areas for the Secretariat to focus on with regard to implementation support programmes.
 9. The presence in The Hague of the representatives of so many National Authorities, in conjunction with the Twentieth 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. 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 bilateral consultations during the annual meeting. National Authorities that wish to discuss draft legislation are encouraged to submit drafts in advance and contact the Legal Officer of Implementation Support Branch, Mr Danilo Campisi, before the meeting to discuss their specific needs. The e-mail addresses are: Danilo.Campisi@opcw.org or ipb-legal@opcw.org, and the contact telephone number is +31 (0)70 416 3034.
 10. Interpretation services will be provided in all the official languages of the OPCW during the plenary sessions of the meeting. No interpretation services will be available during

the break-out group discussions, regional group meetings, or during bilateral consultations.

11. The provisional programme for the meeting is attached as Annex 1 to this Note.
12. 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.
13. The Secretariat expects to be able to sponsor the participation of a limited number of representatives of National Authorities, normally, one sponsorship per requesting National Authority. 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 such 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. The Secretariat will not pay for medical assistance. Therefore participants should be fit to travel. All participants taking prescribed medication should arrive with supplies sufficient for the duration of the event.
15. 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 Thursday, 26 November 2015**, and to **depart no later than Monday, 30 November 2015**. Participants wishing to stay in The Hague in order to participate in the Twentieth Session of the Conference must inform the Secretariat of their intended return date so that appropriate arrangements can be made.
16. 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 resulting from changes in travel arrangements that 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.
17. 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.

18. Interested National Authorities are invited to complete a separate nomination form and an endorsement form (attached as Annex 3) for each nominee, making sure in particular to provide all of 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 e-mail to ipb@opcw.org or by fax to +31 (0)70 416 3228 and +31 (0)70 306 3535. The nomination forms, along with endorsement forms, must be received by the Secretariat **no later than Friday, 28 August 2015**. 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.

19. Additional information may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr Vaclovas Semaskevicius, who can be reached at +31 (0)70 416 3270, e-mail: vaclovas.semaskevicius@opcw.org, and Mr Aldo Rodriguez, who can be reached at +31 (0)70 416 3328, e-mail: aldo.rodriguez@opcw.org.

Annexes:

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

Annex 1

**SEVENTEETH ANNUAL MEETING OF NATIONAL AUTHORITIES
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PROVISIONAL PROGRAMME

Time	Activity
<i>Friday, 27 November 2015</i>	
Thematic Segment: The Challenges Faced by National Authorities in Implementing the Convention	
08:00 – 09:00	Registration
09:00 – 09:15	Opening ceremony
09:15 – 10:00	Key note speech by an Eminent Chemist/Industry Leader
10:00 – 10:30	Introduction to the following challenge areas: <ul style="list-style-type: none"> • Identifying declarable activities under Article VI of the Convention; resolving transfer discrepancies under the transfers regime of the Convention • Achieving effective national implementation through Articles VII, X, and XI of the Convention • Receiving inspections under Article VI of the Convention • Science and technology • Education and outreach
10:30 – 11:00	<i>Coffee/tea break/bilateral meetings</i>
11:00 – 13:00	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
11:00 – 13:00	Break-out group 2: Discussion on how to achieve effective national implementation through Articles VII, X, and XI of the Convention
11:00 – 13:00	Break-out group 3: Discussion on receiving inspections under Article VI of the Convention
11:00 – 13:00	Break-out group 4: Discussion on science and technology
11:00 – 13:00	Break-out group 5: Discussion on education and outreach
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:00	Bilateral Meetings
15:00 – 15:30	Recent developments in Education and Outreach
15:30 – 16:00	Recent developments in Science and Technology with focus on convergence of chemistry and biology
16:00 – 16:30	<i>Coffee/tea break/bilateral meetings</i>
16:30 – 18:00	Plenary session: Each break-out group will present its findings, solutions, and conclusions (15 minutes for each group)
18:00 – 20:00	Reception hosted by Mr Ahmet Üzümcü, Director-General of the OPCW

Time	Activity
<i>Saturday, 28 November 2015</i>	
Informative Segment on Article VI and VII implementation	
09:00 – 09:30	Recent developments relating to Article VI declarations
09:30 – 09:45	Question-and-answer session
09:45 – 10:15	Recent developments relating to Article VI verification and inspections
10:15 – 10:30	Question-and-answer session
10:30 – 11:00	<i>Coffee/tea break/bilateral meetings</i>
11:00 – 11:30	Update on the implementation of Article VII of the Convention
11:30 – 11:45	Question-and-answer session
11:45 – 13:00	<i>Lunch</i>
13:00 – 14:00	Bilateral Meetings
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
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Bilateral meetings
<i>Sunday, 30 November 2015</i>	
Informative Segment on ICA Programmes and Meeting in Regional Groups	
09:00 – 09:30	ICA programmes and recent developments: Assistance and Protection Branch: Recent developments relating 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 relating to Article XI issues
10:15 – 10:30	Question-and-answer session
10:30 – 11:00	<i>Coffee/tea break/bilateral meetings</i>
11:00 – 11:30	ICA programmes and recent developments: Implementation Support Branch: new initiatives
11:30 – 11:45	Question-and-answer session
11:45 – 13:00	<i>Lunch</i>
13:00 – 14:00	Bilateral Meetings
14:00 – 16:00	Regional group meetings
16:00 – 16:30	<i>Coffee/tea break/bilateral meetings</i>
16:30 – 17:45	Report by the regional groups to the plenary (15 minutes for each region);
17:45 – 18:00	Summary and closure

Annex 2

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NOMINATION FORM

Please submit the completed form, preferably typed, by **28 August 2015** 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

Please type or use BLOCK LETTERS.

1.	National Authority making the nomination	
2.	Family name of nominee ¹	
3.	First name(s) ¹	
4.	Date of birth	Day Month Year
5.	Citizenship	
6.	Gender ²	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.	Employer	
12.	Position	
13.	Employer's address (Please do not give a post-office box number)	Street
		Number Postcode
		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"/>

¹ Please give the first and family names exactly as they appear in the nominee's passport.

² 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"/> Identifying 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 <input type="checkbox"/> Discussion on science and technology <input type="checkbox"/> Discussion on education and outreach
20.	Is a bilateral meeting with Secretariat officials 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 ³ <input type="checkbox"/> Declarations Branch (DEB): Other declarations issues <input type="checkbox"/> Industry Verification Branch (IVB) <input type="checkbox"/> IPB Legal Officer <input type="checkbox"/> 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 November/December 2015.	30 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

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EDNA = Electronic declarations tool for National Authorities.

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 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 Seventeenth Annual Meeting of National Authorities, to be held at the OPCW Headquarters in The Hague, the Netherlands, from 27 to 29 November 2015.

Signature: _____

Name: _____

Designation: _____

Official seal of the Organisation: