



**OPCW**

**Technical Secretariat**

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18 February 2016

ENGLISH only

**NOTE BY THE DIRECTOR-GENERAL**

**CALL FOR NOMINATIONS FOR THE FOURTEENTH REGIONAL MEETING  
OF NATIONAL AUTHORITIES OF STATES PARTIES IN ASIA  
PRECEDED BY A REGIONAL MEETING ON EDUCATION AND OUTREACH  
TEHRAN, ISLAMIC REPUBLIC OF IRAN  
23 – 25 MAY 2016**

1. On behalf of the Government of the Islamic Republic of Iran and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate representatives to attend the Fourteenth Regional Meeting of National Authorities of States Parties in Asia, to be preceded by a regional meeting on education and outreach, which will both be held in Tehran, Islamic Republic of Iran, from 23 to 25 May 2016.
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 and Third Review Conferences<sup>1</sup> 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 regional meeting of National Authorities, to be held on 25 May 2016, will serve as a forum in which the 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

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<sup>1</sup>

The Second and Third Special Sessions of the States Parties to Review the Operation of the Chemical Weapons Convention.



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 current status of the implementation of the Convention and new approaches and initiatives related thereto;
  - (b) a review of recent developments and updates in relation to the implementation of Article VI of the Convention;
  - (c) an assessment and identification of priorities for effective national implementation of the Convention; and
  - (d) bilateral meetings with Secretariat staff.
6. The regional meeting of National Authorities will be preceded by a regional meeting on education and outreach on 23 and 24 May 2016.
7. In line with the corresponding recommendations by the Third Review Conference (April 2013), the meeting will provide a regional forum for exchanging ideas and best practices in education and outreach, including a showcase of related materials.
8. The meeting will provide a forum for wide-ranging discussion and the exchange of ideas and best practices on ways to raise awareness about the Convention, especially at relevant educational institutions. This will include demonstrations of materials and tools developed by the OPCW in various media formats. The objective will be to identify appropriate approaches and synergies arising from discussion among groups of participants and then chart the way forward.
9. With an aim to draw in diverse experience and perspectives through the participation of representatives of the National Authorities and relevant educational institutions, the themes of the meeting will address the following:
  - (a) innovative approaches to teaching and raising awareness;
  - (b) the exchange of information on national initiatives;
  - (c) the development of educational tools and materials and embedding relevant topics in educational curricula;
  - (d) the development of exhibition packages to promote the Convention;
  - (e) strategies for engaging university and high school students; and
  - (f) new avenues for using social networking tools.
10. The provisional programmes for the regional meetings are included as Annex 1 to this Note.

11. The Secretariat expects to be able to sponsor two participants from each State Party: one from the National Authority and one from a relevant educational institution. Nominees from the National Authorities should actually be involved in the national implementation of the Convention, while nominees from educational institutions should be involved in developing the curricula at the national level either at a university or high school. The nominees who do not meet the above criteria will not be accepted to participate in the regional meeting. Participants from each State Party represented at the meeting will be expected to make presentations on topics assigned by the Secretariat.
12. 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, hotel accommodation and medical insurance, in addition to a limited subsistence allowance to cover meals and sundry expenses. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate such as soon as possible to prevent the Secretariat from incurring hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation that it has not arranged.
13. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to the participants. Participants will be allowed to purchase tickets locally only if the Secretariat authorises it and if it leads to further savings for the Secretariat. Sponsored participants shall bear all costs resulting from any changes they make once the Secretariat has purchased the tickets. Participants who have not been sponsored will be requested to make their own travel and accommodation arrangements. In order to keep costs to a minimum, sponsored participants from National Authorities are expected to arrive no earlier than 22 May 2016 and to depart no later than 26 May 2016; sponsored participants from relevant educational institutions are expected to arrive no earlier than 22 May 2016 and depart no later than 25 May 2016.
14. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Islamic Republic of Iran. When applying for any required entry visa, they should present the Embassy or Consulate of the Islamic Republic of Iran with a copy of the acceptance letter from the OPCW.
15. The meetings will be conducted in English. All participants are therefore expected to have good oral and written command of English.
16. Interested National Authorities are invited to complete the nomination and endorsement forms that are attached in Annexes 2 and 3 to this invitation Note, ensuring in particular to provide all of the requested contact details.
17. Completed forms should be addressed to the Head, Implementation Support Branch, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may be submitted by e-mail to [ipb@opcw.org](mailto:ipb@opcw.org). All nominations must be received by the Secretariat no later than 25 March 2016. Please be advised that participants must present an OPCW acceptance letter in order to register for the meetings. National Authorities are kindly

requested to note that the Secretariat will not accept any nominations after the final nomination submission deadline.

18. Additional information about these meetings may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr Pankaj Sharma (email: pankaj.sharma@opcw.org; tel.: +31 (0) 70 416 3823), and Ms Olukemi Adenuga (email: olukemi.adenuga@opcw.org; tel.: +31 (0) 70 416 3923).

Annexes:

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

**Annex 1**

**REGIONAL MEETING ON EDUCATION AND OUTREACH IN ASIA**  
**TEHRAN, ISLAMIC REPUBLIC OF IRAN**  
**23 AND 24 MAY 2016**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Monday, 23 May 2016</i></b>	
08:30 – 09:00	Registration
09:00 – 09:30	Opening ceremony
09:30 – 09:45	Group photograph
09:45 – 10:15*	History of the use of chemical weapons
10:15 – 10:45*	Introduction to the OPCW
10:45 – 11:15	<i>Coffee/tea break</i>
11:15 – 11:45	Education and outreach activities by the Technical Secretariat
11:45 – 12:30	Presentation by expert(s) from the OPCW Advisory Board on Education and Outreach
12:30 – 13:15	Education and outreach in the Islamic Republic of Iran – presentation by the Islamic Republic of Iran
13:15 – 14:15	<i>Lunch</i>
14:15 – 15:30	Demonstration and discussion on education and outreach tools
15:30 – 16:00	Presentation by the chemical industry
15:30 – 15:45	Presentation by National Representative – State Party 1
15:45 – 16:00	Presentation by National Representative – State Party 2
16:00 – 16:30	<i>Coffee/tea break</i>
16:30 – 16:45	Presentation by National Representative – State Party 3
16:45 – 17:25	Break-out group discussion on approaches to teaching and awareness raising
17:25 – 17:30	Summary of day one
<b><i>Tuesday, 24 May 2016</i></b>	
09:00 – 09:15	Presentation by National Representative – State Party 4
09:15 – 09:30	Presentation by National Representative – State Party 5
09:30 – 09:45	Presentation by National Representative – State Party 6
09:45 – 10:05	Presentation by National Representative – State Party 7
10:05 – 10:25	Presentation by National Representative – State Party 8
10:25 – 10:45	Presentation by National Representative – State Party 9
10:45 – 11:00	Presentation by National Representative – State Party 10
10:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:00	Break-out group discussion on educational tools and materials
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	Break-out group discussion on sustaining momentum, engaging with students, and generating interest/awareness in relevant subject matters
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Presentations by break-out groups on recommendations and path forward
17:30 – 18:00	Summary and closure of the meeting

\* Time reserved for bilateral meetings with the representatives of National Authorities

**FOURTEENTH REGIONAL MEETING  
OF NATIONAL AUTHORITIES OF STATES PARTIES IN ASIA  
TEHRAN, ISLAMIC REPUBLIC OF IRAN  
25 MAY 2016**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Wednesday, 25 May 2016</i></b>	
09:00 – 09:15	Opening remarks
09:15 – 10:15	Recent developments/updates in relation to the implementation of Article VI of the Convention
10:15 – 10:30	Presentation by National Authority – NA 1
10:30 – 10:45	Presentation by National Authority – NA 2
10:45 – 11:00	Presentation by National Authority – NA 3
11:00 – 11:15	Presentation by National Authority – NA 4
11:15 – 11:45	<i>Coffee/tea break</i>
11:45 – 12:00	Presentation by National Authority – NA 5
12:00 – 12:15	Presentation by National Authority – NA 6
12:15 – 12:30	Presentation by National Authority – NA 7
12:30 – 12:45	Presentation by National Authority – NA 8
12:45 – 13:00	Presentation by National Authority – NA 9
13:00 – 14:00	<i>Lunch</i>
14:00 – 14:45	Presentation on international cooperation and assistance programmes and new initiatives
14:45 – 15:45	Break-out group discussion to assess and identify priorities for effective national implementation
15:45 – 16:15	<i>Coffee/tea break</i>
16:15 – 17:00	Presentations by the break-out groups on their findings, solutions, and conclusions
17:00 – 17:30	Summary and closure of the meeting

**Annex 2**

**FOURTEENTH REGIONAL MEETING  
OF NATIONAL AUTHORITIES OF STATES PARTIES IN ASIA  
AND REGIONAL MEETING ON EDUCATION AND OUTREACH  
TEHRAN, ISLAMIC REPUBLIC OF IRAN  
23 – 25 MAY 2016**

**NOMINATION FORM**

Please submit the completed form by **25 March 2016** to:

The Head, Implementation Support Branch,

International Cooperation and Assistance Division, OPCW

Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands (email: 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	Postcode	
	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"/>	
Emergency contact person, including country and city codes and e-mail address	Name	Relationship	
	Home		
	Mobile		
	E-mail		
Signature of applicant	Date		

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

\*\* For these and all like items, please tick the appropriate box.

**Annex 3**

**FOURTEENTH REGIONAL MEETING  
OF NATIONAL AUTHORITIES OF STATES PARTIES IN ASIA  
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23 – 25 MAY 2016**

**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 Fourteenth Regional Meeting of National Authorities of States Parties in Asia, to be preceded by a Regional Meeting on Education and Outreach, in Tehran, Islamic Republic of Iran, from 23 to 25 May 2016.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Official seal of the Organisation:

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