



**NOTE BY THE DIRECTOR-GENERAL**

**CALL FOR NOMINATIONS FOR THE FOURTEENTH REGIONAL MEETING OF  
NATIONAL AUTHORITIES OF STATES PARTIES IN AFRICA  
PRECEDED BY A REGIONAL MEETING ON EDUCATION AND OUTREACH  
JOHANNESBURG, SOUTH AFRICA  
13 – 15 JUNE 2016**

1. On behalf of the Government of the Republic of South Africa 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 Africa, to be preceded by a regional meeting on education and outreach, which will both be held in Johannesburg, South Africa, from 13 to 15 June 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; and C-14/DEC.12, dated 4 December 2009). 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 Conference decisions in order for them to achieve full implementation of their Article VII obligations.
3. This regional meeting of National Authorities, to be held on 15 June 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 of the Chemical Weapons Convention (hereinafter “the Convention”) 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

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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.



what further steps, if any, each participating State Party needs to take in order to implement its obligations under 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) identification of best practices, challenges, and priorities for effective national implementation of the Convention; and
  - (c) bilateral meetings with Secretariat staff.
6. The regional meeting of National Authorities will be preceded by a regional meeting on education and outreach, to be held on 13 and 14 June 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.
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 and the work of the OPCW.
9. With an aim to draw in diverse experience and perspectives through the participation of representatives of the National Authorities and relevant stakeholders involved in collaborating with the National Authorities on education and outreach activities, the themes of the meeting will address the following:
  - (a) teaching ethics in chemistry classes at the secondary school level;
  - (b) incorporating the information on the Convention and the OPCW into university courses for students of relevant disciplines, i.e. chemistry, history, law, political science, international relations, security studies, human rights, and other social sciences;
  - (c) cooperating with the national, regional, and global think tanks on identification of declarable facilities, security analysis, and other issues;
  - (d) partnering with civil society organisations as regards the holding of information and advocacy campaigns;
  - (e) building stronger partnerships with chemical industry through cooperation with chemical industry associations; and
  - (f) development and production of the relevant education and outreach tools for the general public and specific target groups.
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 another from an education-related institution (school, university, or ministry of education), a non-governmental organisation, or a professional association. Nominees from the National Authorities should effectively be involved in the national implementation of the Convention, while nominees representing other stakeholders should be involved in activities that could help the National Authorities more effectively implement the Convention. 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. The National Authorities, which will not nominate any of their stakeholders, will be expected to make their own presentations of their vision of education and outreach activities in their respective countries.
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 this 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 12 June 2016** and to depart **no later than 16 June 2016**; sponsored participants representing relevant stakeholders are expected to arrive **no earlier than 12 June 2016** and to depart **no later than 15 June 2016**.
14. Participants are requested to obtain any necessary visas (including transit visas) before travelling to South Africa. When applying for any required entry visas, they should present the Embassy or Consulate of South Africa with a copy of the acceptance letter from the OPCW.
15. The meetings will be conducted in English and French. All participants are therefore expected to have good oral and written command of English or French.
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, by email at [ipb@opcw.org](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than 29 April 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 Pavlo Byalyk (Email: [pavlo.byalyk@opcw.org](mailto:pavlo.byalyk@opcw.org); Telephone: +31 (0) 70 416 3376) and Ms Olukemi Adenuga (Email: [olukemi.adenuga@opcw.org](mailto: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 AFRICA  
JOHANNESBURG, SOUTH AFRICA  
13 – 14 JUNE 2016**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b><i>Monday, 13 June 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 – 12:15	Education and outreach activities by the Secretariat (including the project “FIRES”)
12:15 – 12:45	Introduction to the Advisory Board on Education and Outreach
12:45 – 13:45	<i>Lunch</i>
13:45 – 14:15	Presentation by the host country
14:15 – 14:35	Presentation by national representative – State Party 1
14:35 – 14:55	Presentation by national representative – State Party 2
14:55 – 15:15	Presentation by national representative – State Party 3
15:15 – 15:35	Presentation by national representative – State Party 4
15:35 – 16:00	<i>Coffee/tea break</i>
16:00 – 16:20	Presentation by national representative – State Party 5
16:20 – 16:40	Presentation by national representative – State Party 6
16:40 – 17:00	Presentation by national representative – State Party 7
17:00 – 17:10	Summary of day one
<b><i>Tuesday, 14 June 2016</i></b>	
09:00 – 09:20	Presentation by national representative – State Party 8
09:20 – 09:40	Presentation by national representative – State Party 9
09:40 – 10:00	Presentation by national representative – State Party 10
10:00 – 10:20	Presentation by national representative – State Party 11
10:20 – 10:40	Presentation by national representative – State Party 12
10:40 – 11:00	Presentation by national representative – State Party 13
11:00 – 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 cooperation of National Authorities with various stakeholders in the area of education and outreach
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:30	Presentations by break-out groups on recommendations and the way forward
17:30 – 18:00	Summary and closure of the meeting

**FOURTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
OF STATES PARTIES IN AFRICA  
JOHANNESBURG, SOUTH AFRICA  
15 JUNE 2016**

**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
09:00 – 09:10	Opening remarks
09:10 – 09:40	Status of implementation of the Convention and International Cooperation and Assistance programmes
09:40 – 10:00	Presentation by National Authority – NA 1
10:00 – 10:20	Presentation by National Authority – NA 2
10:20 – 10:40	Presentation by National Authority – NA 3
10:40 – 11:00	Presentation by National Authority – NA 4
11:00 – 11:30	<i>Coffee/tea break</i>
11:30 – 11:50	Presentation by National Authority – NA 5
11:50 – 12:10	Presentation by National Authority – NA 6
12:10 – 12:30	Presentation by National Authority – NA 7
12:30 – 12:50	Presentation by National Authority – NA 8
13:00 – 14:00	<i>Lunch</i>
14:00 – 15:30	Break-out group discussion to assess and identify priorities for effective national implementation
15:30 – 16:00	<i>Coffee/tea break</i>
16:00 – 17:00	Presentations by the break-out groups on their findings, solutions, and conclusions
17:00 – 17:10	Summary and closure of the meeting

## Annex 2

**FOURTEENTH REGIONAL MEETING OF NATIONAL AUTHORITIES  
OF STATES PARTIES IN AFRICA, PRECEDED BY A REGIONAL MEETING ON  
EDUCATION AND OUTREACH  
JOHANNESBURG, SOUTH AFRICA  
13 – 15 JUNE 2016**

**NOMINATION FORM**

Please submit the completed form **by 29 April 2016** to:  
The Head, Implementation Support Branch  
International Cooperation and Assistance Division, OPCW  
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		
Email 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 email address	Name		Relationship
	Home		
	Mobile		
	Email		
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 AFRICA  
PRECEDED BY A REGIONAL MEETING ON EDUCATION AND OUTREACH  
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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 Fourteenth Regional Meeting of National Authorities of States Parties in Africa, to be preceded by a regional meeting on education and outreach, in Johannesburg, South Africa, from 13 to 15 June 2016.

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

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

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

Official seal of the Organisation: