



OPCW

Technical Secretariat

International Cooperation and Assistance Division

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11 July 2011

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR THE NINTH REGIONAL MEETING
OF NATIONAL AUTHORITIES OF STATES PARTIES IN ASIA
KOROR, PALAU
19 – 21 OCTOBER 2011**

1. On behalf of the Republic of Palau and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite National Authorities to nominate staff to attend the Ninth Regional Meeting of National Authorities of States Parties in Asia, which will be held in Koror, Palau, from 19 to 21 October 2011.
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 Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention 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 meeting will serve as a forum in which 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 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 requirements of Article VII and the current status of its implementation;
 - (b) a review of outreach programmes that focuses on ways for declarable activities to be identified, thus making it possible for existing approaches and methodologies to be improved, particularly in regard to recent initiatives undertaken by the Secretariat;
 - (c) discussions of national experiences, and a review of existing methods used by States Parties on specific issues related to improving the quality of Article VI declarations and the implementation of the verification regime; and
 - (d) bilateral meetings with Secretariat staff.
6. Nominees should actually be involved in the national implementation of the Convention. Participants from each State Party represented at the meeting will be expected to make presentations in each of the following areas:
 - (a) the status of implementation of the Convention in the State Party in question, with particular emphasis on collecting relevant information to make Article VI declarations and to improve the quality of such declarations;
 - (b) any problems encountered in these areas, and any support required to address them;
 - (c) the status of implementing legislation and administrative measures, and any support that is needed by States Parties to fulfil their Article VII obligations;
 - (d) submission of Article VI declarations in electronic format;
 - (e) the experience that the State Party concerned has gained in receiving sequential inspections carried out under Article VI; and
 - (f) the experience that the State Party concerned has gained in receiving Schedule 2 inspections carried out under Article VI.
7. The provisional programme for the meeting is included as Annex 1 to this Note.
8. The Secretariat expects to be able to sponsor the participation of a limited number of representatives of National Authorities involved in the implementation of the Convention in the areas to be addressed in the programme for the regional meeting. 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, 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 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.

9. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. In most cases, the Secretariat will purchase tickets and send them to the sponsored 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. Some sponsored participants travelling to Palau from select destinations may be required to purchase their air tickets, in case the OPCW Travel Unit is not in a position to provide a suitable travel itinerary for their travel. In such cases, the Implementation Support Branch will contact these sponsored participants directly to request them to purchase their tickets locally. The participants will be reimbursed for the ticket costs in Palau in accordance with existing OPCW regulations and rules regarding reimbursement of costs. The Secretariat is not liable for any consequences that may arise from travelling with air tickets that have been purchased by any sponsored participant without its prior approval.
10. In order for the Secretariat to keep costs to a minimum, participants are expected to arrive **no earlier than Tuesday, 18 October 2011**, and to depart **no later than Saturday, 22 October 2011**. The Secretariat's agreement is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the meeting or that result from changes to travel arrangements it has not authorised. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased 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.
11. Participants are requested to liaise with the Secretariat to obtain any necessary visas (including transit visas) before travelling to Palau. Participants will be requested to provide their passport details at least six weeks in advance of their arrival date in Palau.
11. All activities during the meeting will be conducted in English. All participants are therefore expected to have a good oral and written command of this language.
12. 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 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)70 306 3535, or by e-mail to ipb@opcw.org. All nominations must be received by the Secretariat **no later than Friday, 19 August 2011**. Nominations received by the Secretariat after the deadline will not be considered for sponsorship. Please be advised that participants must present an OPCW acceptance letter in order to register at the meeting.
13. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Mr Maharage Ananda Perera, who can be reached at +31 (0)70 416 3818.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**NINTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN ASIA
KOROR, PALAU
19 – 21 OCTOBER 2011**

PROVISIONAL PROGRAMME

Time	Activity
<i>Wednesday, 19 October 2011</i>	
08:30 – 09:30	Registration
09:30 – 10:30	Opening of the meeting
10:30 – 11:00	<i>Coffee/tea break</i>
11:00 – 11:45	Status of the implementation of the Convention
11:45 – 13:00	Round-table discussion on legislative and regulatory implementation of the Convention
13:00 – 14:30	<i>Lunch break</i>
14:30 – 15:30	Update on Article VI declaration issues: <ul style="list-style-type: none"> • late submission of Article VI declarations • enhancement of OCPF¹ declarations (EC-53/DG.11, dated 17 June 2008), including use of subcodes and replacement of declarations • decision on low-concentration limits for 2A/2A* chemicals (EC-58/DEC.5, dated 16 October 2009) • OPCW – WCO² interaction to amend the Harmonized System code implementation of voluntary guidelines on the import/export of scheduled chemicals (C-13/DEC.4, dated 3 December 2008)
15:30 – 16:15	• Update on discussions in the Industry Cluster
<i>Thursday, 20 October 2011</i>	
08:00 – 08:30	Update on OCPF site-selection methodology
08:30 – 09:00	Update on the implementation of the Article VI verification regime
09:00 – 10:00	Panel discussion on Article VI declarations issues
10:00 – 10:30	<i>Coffee/tea break</i>
10:30 – 12:30	Panel discussion on the conduct of OCPF inspections
12:30 – 14:30	<i>Lunch break</i>
14:30 – 16:30	Consultations among National Authorities, and between National Authorities and the Secretariat
<i>Friday, 21 October 2011</i>	
08:00 – 10:30	Consultations among National Authorities, and between National Authorities and the Secretariat
10:30 – 11:30	Summing up and closing of the meeting

¹ OCPF = other chemical production facility

² WCO = World Customs Organization

Annex 2

**NINTH REGIONAL MEETING OF NATIONAL AUTHORITIES
OF STATES PARTIES IN ASIA
KOROR, PALAU
19 – 21 OCTOBER 2011
NOMINATION FORM**

Please submit the completed form by **19 August 2011** 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; e-mail: ipb@opcw.org

Please type or use BLOCK LETTERS.

1.	Family name of nominee*			
2.	First name(s)*			
3.	Date of birth	Day	Month	Year
4.	Citizenship			
5.	Gender**	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
6.	Passport number			
7.	Date of issue	Day	Month	Year
8.	Expiry date	Day	Month	Year
9.	Place of issue			
10.	Areas of expertise			
11.	Employer			
12.	Position			
13.	Contact 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.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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* Please provide the first and family names exactly as they appear in the nominee's passport.
** For this and all like items, please tick the appropriate box.