

File No. M-21020/8/2022-TECH
Government of India
Cabinet Secretariat
National Authority Chemical Weapons Convention
1st Floor, Chanakya Bhawan, Chanakyapuri,
New Delhi, dated 22nd July, 2022.

OFFICE MEMORANDUM

Subject: Call for Nominations for the Twenty-Fourth Annual Meeting of National Authorities, The Hague, The Netherlands from 22 – 25 November 2022 – regarding.

Please find enclosed herewith a copy of the Technical Secretariat (TS) Note No. S/2078/2022 dated 15 July 2022, received from the Implementation Support Branch of the International Cooperation and Assistance Division, Organization for the Prohibition of Chemical Weapons (OPCW), seeking nominations on the above-mentioned subject.

2. The Technical Secretariat of the OPCW, wishes to invite National Authorities to submit nominations for the Twenty-Fourth Annual Meeting of National Authorities, which will be held at the OPCW Headquarters in The Hague, The Netherlands from 22 to 25 November 2022. 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 (CWC) and to enhance regional aspects of implementation support activities.

3. In line with above, nominations of Directors of the NACWC, along with relevant documents, may be sent to this office latest by 16th August, 2022 through online portal – OPCW Training Management System (<https://training.nacwc.gov.in/Login.aspx>) with strict adherence to the 'Revised Guidelines for OPCW sponsored events' issued and hosted on the National Authority, CWC website

4. The Head of the concerned Department/Organization may also certify that the applicant is clear from vigilance angle and no departmental proceeding against the nominee is contemplated. Applicant(s) who have already participated in the similar previous programme(s) may not be considered for the course. After attending the course, nominated individuals shall be expected to make a report and a brief presentation to the National Authority.

Enclosure: As above.



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To,

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2. Additional Secretary, Deptt.of Chemicals and Petrochemicals, Ministry of Chemicals & Fertilizers, 341-(C), A-wing, 2nd floor, Shastri Bhawan, New Delhi-110001, Email: asfa-mocf@nic.in, Tel: 011-23382468
3. Additional Secretary, Internal Security, Ministry of Home Affairs, 170-A, North Block, New Delhi – 110001, Email: adsecy-is@mha.gov.in
4. Joint Secretary, Disaster Management, Ministry of Home Affairs, 193-A-1, North Block, New Delhi – 110001, Email: jsdm@nic.in
5. Joint Secretary, Plant Protection, Department of Agriculture Cooperation and Farmers Welfare, 299C, Ministry of Agriculture and Farmers Welfare, A-wing, Krishi Bhawan, New Delhi – 110001, Tel: 23388756, 23381757, Email: pk.meherda@nic.in



OPCW

Technical Secretariat

S/2078/2022
15 July 2022
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**CALL FOR NOMINATIONS
FOR THE TWENTY-FOURTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, NETHERLANDS
22 – 25 NOVEMBER 2022**

1. The Technical Secretariat of the OPCW (hereinafter “the Secretariat”) wishes to invite National Authorities to submit nominations for the Twenty-Fourth Annual Meeting of National Authorities, which will be held at the OPCW Headquarters in The Hague, the Netherlands from 22 to 25 November 2022.
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. The objectives of the annual meeting are to:
 - (a) provide a forum for National Authorities to highlight and work through relevant issues in order to enhance their capacity to comply with their Convention obligations;
 - (b) provide an opportunity for the Secretariat and States Parties to interact and discuss ways for the effective provision of capacity-development support in an integrated and comprehensive manner; and
 - (c) promote cooperation among National Authorities in order to further the implementation of the Convention at the national and regional levels.
4. The meeting is expected to facilitate the achievement of the following outcomes:
 - (a) a renewed commitment to strengthen cooperation and increase interactions between and among the Secretariat and States Parties and all other stakeholders, producing increased and improved engagements at different levels, including bilateral technical assistance arrangements; and
 - (b) the generation of participants’ recommendations relating to fulfilling national obligations under the Convention and the strengthening of relations between the Secretariat and States Parties.



5. This year's annual meeting will be the first face-to-face meeting of National Authorities since 2019. During the meeting, information on progress and developments in capacity-development support offered by the Secretariat will be shared with National Authorities, specifically in relation to Articles VI, VII, X, and XI of the Convention. In addition, there will be updates on policy-related issues. This year's annual meeting will provide room for in-depth discussions about approaches to enhance cooperation between National Authorities and the chemical industry.
6. National Authorities will also have an opportunity to meet in their respective regional groups, sharing progress in Convention implementation, discussing needs for capacity development and technical support, and identifying approaches that address current or future challenges.
7. Bilateral consultations can be held at dates and times indicated in the provisional programme. National Authorities interested in such consultations should inform the Secretariat in advance of who they wish to meet and the issues they wish to discuss.¹
8. Interpretation services will be provided in all of the official languages of the OPCW during the plenary sessions of the meeting. French and Spanish interpretation services will be available during discussions of the two relevant regional groups. No interpretation services will be available during bilateral meetings.
9. The provisional programme for the meeting is attached in the Annex to this Note.
10. National Authorities are invited to nominate representatives who are directly involved in Convention implementation, particularly in their day-to-day activities. The Secretariat expects to be able to sponsor a limited number of representatives of National Authorities, with **only one sponsorship slot per requesting National Authority**.
11. 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 needing further assistance may contact the Visa Section of the Secretariat (visa@opcw.org).
12. Interested National Authorities are invited to submit their applications online through Eventus, the OPCW event management system (<https://apps.opcw.org/eventus>), no later than **Tuesday, 30 August 2022**. These applications must be reviewed and endorsed electronically through Eventus by the respective National Authorities, to be followed by a final review and approval by the Secretariat.
13. Additional information about the meeting may be obtained from the Implementation Support Branch of the International Cooperation and Assistance Division. The contact persons are Mr Solomon Haile (solomon.haile@opcw.org), Ms Olukemi Adenuga (olukemi.adenuga@opcw.org), Mr Victor Barros Correia (victor.barros-correia@opcw.org), and Mr Alberto Fernandez (alberto.fernandez@opcw.org).

Annex: Provisional Programme

¹ National Authorities wishing to discuss draft implementing legislation are encouraged to submit draft legislation in advance and to contact Ms Sharon Rivera (sharon.rivera@opcw.org), Legal Officer in the Implementation Support Branch.

Annex

**TWENTY-FOURTH ANNUAL MEETING OF NATIONAL AUTHORITIES
THE HAGUE, NETHERLANDS
22 – 25 NOVEMBER 2022**

PROVISIONAL PROGRAMME

Time	Activity
<i>Tuesday, 22 November 2022</i>	
08:30 – 09:30	Registration of participants
09:30 – 10:30	Bilateral meetings with relevant Secretariat staff (to be requested and arranged in advance)
10:30 – 11:00	<i>Break</i>
11:00 – 12:30	Bilateral meetings with relevant Secretariat staff (to be requested and arranged in advance)
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Regional group meetings: Africa, Asia, Eastern Europe, Latin America and the Caribbean, and Western Europe and Others
15:30 – 16:00	<i>Break</i>
16:00 – 17:00	Regional group meetings: Africa, Asia, Eastern Europe, Latin America and the Caribbean, and Western Europe and Others
<i>Wednesday, 23 November 2022</i>	
09:00 – 10:30	Opening session and presentations by the Secretariat: ▪ Opening address by Mr Fernando Arias, Director-General of the Secretariat ▪ Updates on capacity-development activities of the International Cooperation and Assistance Division ▪ Highlights of science- and policy-related developments Group photo
10:30 – 11:00	<i>Break</i>
11:00 – 12:00	Presentation by the Secretariat ▪ Updates on verification and related projects ▪ Updates on inspections and related issues
12:00 – 12:30	Introductory session: Enhancing engagement with the chemical industry
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Presentations by selected States Parties and chemical industry associations on approaches, challenges, and best practices in engaging with the chemical industry (large and small and medium-sized enterprises)
15:30 – 16:00	<i>Break</i>
16:00 – 17:30	Breakout groups on engagement with the chemical industry ▪ Topic 1: Engaging the chemical industry in States Parties with significant declarable activities – best practices and challenges ▪ Topic 2: Engaging the chemical industry in States Parties with mostly small and medium-sized enterprises – best practices and challenges ▪ Topic 3: Engaging the chemical industry – chemical distributors and managing cross-border transfers and trade of toxic chemicals
18:00 – 19:30	Reception hosted by the Director-General

Time	Activity
<i>Thursday, 24 November 2022</i>	
09:00 – 10:30	Rapporteurs from breakout groups report back to the plenary
10:30 – 11:00	<i>Break</i>
11:00 – 11:30	Summary and conclusion of the session on engaging the chemical industry
11:30 – 12:00	Introduction to “Introductory Guidelines for Chemical Safety and Security in Small and Medium-sized Enterprises to Foster the Peaceful Uses of Chemistry”—Challenges, experiences, and best practices in their application
12:00 – 14:00	<i>Brown bag lunch</i> Panel discussion: Recommendations on the use of the Indicative Guidelines for Chemical Safety and Security in Small and Medium-sized Enterprises to Foster the Peaceful Uses of Chemistry—Practitioner views and Q&A
14:00 – 15:30	State Party presentations: Progress, challenges, and best practices in Convention implementation
15:30 – 16:00	<i>Break</i>
16:00 – 17:00	Bilateral meetings with relevant Secretariat staff (to be requested and arranged in advance)
<i>Friday, 25 November 2022</i>	
09:00 – 10:00	State Party presentations: Progress and challenges in using the National Implementation Framework
10:00 – 10:30	Plenary discussion: Reviving the National Implementation Framework – opportunities, modalities, and Secretariat support
10:30 – 11:00	<i>Break</i>
11:00 – 12:30	Plenary discussion (continued): Reviving the National Implementation Framework—opportunities, modalities, and Secretariat support
12:30 – 14:00	<i>Lunch</i>
14:00 – 15:30	Plenary recommendations: ▪ Enhancing engagement with the chemical industry ▪ Reviving the National Implementation Framework
15:30 – 16:00	Next steps and concluding remarks
16:00 – 17:00	Bilateral meetings with relevant Secretariat staff (to be requested and arranged in advance)

Revised Guidelines For OPCW Sponsored Events

1. Organization for Prohibition of Chemical Weapons, Technical Secretariat (OPCW-TS) identifies requirements of different States Parties and invites nominations every year for Safety and Security of Chemical Industries, Laboratory Skill Development, Customs, Assistance and Protection against the use of Chemical Weapons and internship for University Students.
2. The event calendar for training/workshop/seminar/meeting etc. provided by the OPCW annually is being uploaded on the National Authority Chemical Weapons Convention (NACWC) website seeking nominations from various stakeholders. The aforesaid training calendar and related Office Memo's (OMs) are uploaded on NACWC's website along with OPCW-TS Note. Several subject specific trainings are also communicated to concerned Central/ State Departments and Private Institutions for seeking nominations.
3. The nominations of Central Government Departments/Institutions/Organizations while sending the nominations (in the format provided by TS, OPCW) are requested to adhere to the NACWC stated deadlines. Nominations of Central Government officials should invariably be accompanied with Departmental vigilance clearance certificate. The nominations from Central Government Departments/Institutions/Undertakings should fill the details through OPCW training management system, routing the application through the concerned Ministry. The details to be filled online are stated in [Annexure-I](#).
4. The nominations of State Government Institutions/private entities/individuals should be routed through concerned Department/Ministry under the respective State Government filling the details online through OPCW training management system. The details to be filled online are stated in [Annexure-II](#).
5. The nominations of Central/State/Private entities/individuals for the OPCW sponsored events on Chemical Emergencies/Disaster Management should be sent through proper channel and routed through concerned Department/Ministry under the respective Central/State Government by filling the details through OPCW training management system. The details to be filled online are stated in [Annexure-III](#).
6. For chemical facilities Private entities/individuals for the OPCW sponsored events other than Chemical Emergencies/Disaster Management are required to be filled on line through OPCW training management system. The details to be filled online are stated in [Annexure-IV](#).
7. The details of nominations for the OPCW sponsored events can be filled online through OPCW Training Management System (<https://training.nacwc.gov.in>) available on the NACWC web portal (<https://nacwc.nic.in>).

8. The nomination by NACWC for the concerned training/workshop/seminar/meeting etc. will be purely on the basis of merit i.e. preference will be given to Schedule-2 and 3 chemical facilities as well as candidates working with the National Authority or other Government Agency responsible for implementation of the Chemical Weapons Convention. The Endorsement letter, subsequent to the approval of Chairman, NACWC will be issued to nominee of Central/State/Private Entities. If the OPCW requests that the nominations are to be submitted online then it will be the responsibility of nominated individual(s) to fill the personal and other details on-line on the OPCW website (<http://apps.opcw.org/eventus>) and the nominee(s) should ensure that Performa prescribed in the Format of EVENTUS also is filled by them and the prescribed guidelines are required to be fulfilled by the nominee(s). The OPCW will communicate the invitation to the nominee(s) subject to fulfilling the requirement.
9. It is expected that the Nominee(s) exhibit excellent conduct while attending the concerned event. After completion of the training/seminar/workshop, a detailed report along with presentation is required to be submitted to the NACWC.
10. While proceeding to attend the concerned event organized by the OPCW, the nominee:
 - Should have basic knowledge of the CWC Act, 2000.
 - Make sure about the passport i.e. valid and protect the passport and report it promptly if it is lost, stolen or damaged during the period of a specific program.
 - Must familiarize with the visiting countries.
 - Make sure about the proper visas for the countries the participant is visiting or transiting and check any other entry or exit requirements.
 - Take personal responsibility for travel choices, safety, finances and behavior overseas, including obeying the laws of the visiting country.
 - If get arrested or detained for some reason, insist on Consular access (under the Vienna Convention) to a representative from the nearest Indian Embassy/Consulate.
 - Make sure of proper coordination with the NACWC (contact point JS/JD Tel. No: 24675763/24675691) and the Indian Embassy in the concerned visiting country.
 - Presentation may be given in the specific event by the participant(s) should be in consultation with the NACWC.
 - Should not illuminate irrelevant information which has national concern during the program.
 - Who is outside from the Government Sector should adhere to the instructions given by the representative from the NACWC.
 - From the Government Sector should adhere to the instructions given by the NACWC.
 - Should focus on the subject matter for which the event is being organized.
 - Are expected to implement the lessons learnt from the event attended in his day-to-day working/duties.
 - Should share their lessons/experiences acquired during the event attended with the NACWC and parent institution.
 - Must submit individual tour report to the NACWC within one week period after returning from the program attended.