



Twenty-Sixth Annual Meeting of National Authorities

The Hague, the Netherlands

20–22 November 2024

LOGISTICAL NOTE

Purpose

The Annual Meeting of National Authorities serves as an interactive platform for communication and cooperation among the National Authorities of State Parties, as well as between them and the OPCW. It aims to promote regional networks that support the implementation of the Chemical Weapons Convention and to enhance the regional dimensions of international cooperation and assistance activities.

About the Netherlands

The Kingdom of the Netherlands is the OPCW host country. Its administrative capital, The Hague (Den Haag, in Dutch), is a coastal city and a global hub of international organisations. While the official language of the Netherlands is Dutch, English is widely spoken. The Netherlands adopts the Euro (€), follows the Central European Time (GMT+1), and its country code for international calls is +31.

Event venue and contact information

OPCW Headquarters

Johan de Wittlaan 32,
2517 JR, Den Haag
The Netherlands

For logistical matters

- **Plinio Cardoso** | Email: plinio.cardoso@opcw.org
- **Alberto Fernandez** | Email: alberto.fernandez@opcw.org

For programme matters

- **Rene Betancourt** | Email: rene.betancourt@opcw.org | phone: +31 64 695 9285

Registration

Due to the high number of participants expected for the event, **pre-registration** will be held on **19 November 2024**, from 14:00 to 17:30 in the OPCW lobby.

Thereafter, on the first day of the event, **20 November**, **regular registration** will take place from 08:30 to 09:30.

Please remember to bring the passport or national ID to access the OPCW Headquarters.

Meeting rooms and seating arrangements

The agenda for the event includes plenary sessions, regional sessions, panel discussions, and bilateral and thematic group meetings. Most activities will take place in the plenary session, held in the **Ieper Room**, located on the ground floor of the OPCW headquarters.

Due to the high number of registered participants and for safety reasons, priority will be given to the heads of national delegations in the Ieper Room. Other members of the delegations are invited to use the freestanding chairs located throughout the Ieper Room. Alternatively, delegates may follow the proceedings via livestream from the Ooms Room and the Delegates Lounge, which are also located on the ground floor.

Please be advised that seating is on a first-come, first-served basis. No plaques displaying country names will be distributed.

Attendance

Participants are requested to identify themselves each event day at the helpdesk located in front of the Ieper Room (plenary room).

Interpretation

Simultaneous interpretation will be provided in all six official languages of the OPCW: Arabic, Chinese, English, French, Russian, and Spanish. When taking the floor, participants are encouraged to clearly state their country's name and the language they will speak. Speakers are requested to use clear enunciation and speak at a reasonable pace to facilitate interpretation.

Bilateral meetings

Participants are encouraged to take full advantage of their presence at the OPCW Headquarters by scheduling bilateral meetings based on their needs with relevant Technical Secretariat officials. Participants who wish to request support in scheduling a bilateral meeting are invited to contact Aureliarita Marcellus (aureliarita.marcellus@opcw.org) and Darryl Chan (darryl.chan@opcw.org).

Confidentiality

This event is governed by the Chatham House Rule, which states that “when a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.” The Chatham House Rule aims to encourage openness of discussion and facilitate information sharing.

Telecommunications and WI-FI

The OPCW facilities offer free Wi-Fi access. To connect, select the network “OPCW-GUEST” and enter the access code “ChemTech4thefuture.”

SIM cards are available at nearby supermarkets. You can find supermarkets (Jumbo and AH) on Frederik Hendriklaan, close to the OPCW headquarters.

Meals

Participants (non-sponsored) may purchase lunch at the cafeteria at the canteen on the 1st floor of the OPCW building. However, please be advised that **cash is not accepted**, only debit cards.

Alternatively, restaurants and supermarkets can be found on the street Frederik Hendriklaan, , just a 10-minute walk away.

For sponsored participants (only), please refer to page 4 (under “Accommodation and Meals”) for specific arrangements.

On 20 November, at the end of the first day, **all participants** are invited to the Director-General’s Reception at the Delegate’s Lounge.

Transportation

Participants will need to make their own arrangements for transfers to and from Amsterdam Schiphol Airport, which is located approximately 40 km from The Hague.

A map of the arrival halls in Schiphol Airport is reproduced here:



Payment methods for trains, trams, and buses

In the Netherlands, commuters no longer need to purchase a separate ticket for trains, trams, and buses. Commuters can check-in/out directly using a contactless debit or credit card or a mobile phone, without needing to activate any separate service.

More information: <https://www.ns.nl/en/travel-information/check-in-check-out/debit-card>

Public transportation is the most convenient and economical transport to and from The Hague. A train station is located beneath the arrivals hall. Participants can prepare their itineraries using the train operator’s website: [ns.nl/en](https://www.ns.nl/en). Participants can plan travels by public transportation within the Netherlands using the app 9292, available at [9292.nl/en](https://www.9292.nl/en). Alternatively, a taxi terminal is located outside the arrivals hall. Participants can consult and order a ride in advance from [taxi2airport.com](https://www.taxi2airport.com).

Weather

In November, temperatures in The Hague range from 4°C to 11°C. Rain showers are expected, and strong winds are common in The Hague. The sunrise will be around 09:15, and the sunset will be around 17:45. Participants are advised to bring a raincoat.

Dress code

Participants are kindly requested to dress formally for the opening and closing sessions of the event. For the reception, the dress code is smart casual.

Banking services and ATMs

Please note that many shops in the Netherlands only accept debit cards. Be sure to activate your international services in your banking app before traveling. There is an ATM located at the OPCW Headquarters next to the cafeteria on the first floor.

To find the nearest ATM, you can visit: locatiewijzer.geldmaat.nl/en/.

Electricity

The power supply in the Netherlands is 220-240 volts AC (50-60 hertz), the same voltage used in the rest of Europe. Additionally, the plug type used in the Netherlands is primarily type C (see picture).



INFORMATION FOR SPONSORED PARTICIPANTS

Reimbursements

To ensure that reimbursements can be paid during the event, sponsored participants are advised to:

1. Submit a copy of the visa application fee receipts (proof of payment) to Mr Alberto Fernandez (alberto.fernandez@opcw.org) as soon as possible.
2. Bring the boarding pass upon arrival in the Netherlands for pre-registration at the OPCW lobby.

Control check at the airport

Participants are advised to have readily available the following documents when travelling: i) acceptance letter; ii) visa letter; and iii) medical insurance certificate.

Accommodation and Meals

You will be accommodated at:

Novotel Den Haag World Forum

Johan de Wittlaan 42-44, 2517 JR, Den Haag

Phone: + 31 70 203 9004 | Email: H5389@accor.com

Breakfast: Sponsored participants will receive breakfast at their accommodation.

Lunch: Sponsored participants will receive lunch at the OPCW canteen. Three (3) vouchers will be provided at the time of registration, with one voucher for each lunch day during the event.

Reimbursements

A limited amount of Daily Subsistence Allowance covering terminal expenses (from/to the participant's residence to the airport of departure) and sundry expenses will be paid to the participants in cash in Euros during the event. Each sponsored participant will receive a fixed amount in Euros to cover terminal expenses (residence to airport, airport to hotels, and vice versa). Thus, there is no need to retain or produce receipts.

Medical Insurance

Sponsored participants are covered by medical and travel insurance provided by Cigna International Health Services BVBA. The scope of the insurance policy coverage is limited to urgent medical attention. Any fees for urgent medical attention need to be paid directly by the participants to the medical facilities. Afterwards, the claims must be submitted to the insurance company by the participants themselves.

You are expected to be in good health and fit to travel. All participants must obtain the related medical clearances and required immunisations before travel. Those participants taking prescribed medication should arrive with sufficient supplies for the event.