



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/481/2005

16 March 2005

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT

**INVITATION TO PARTICIPATE IN THE THIRD REGIONAL MEETING
OF NATIONAL AUTHORITIES OF STATES PARTIES IN ASIA
TEHRAN, THE ISLAMIC REPUBLIC OF IRAN
6 – 8 SEPTEMBER 2005**

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 States Parties to nominate representatives of National Authorities to attend the third meeting of National Authorities of States Parties in Asia, which will be held in Tehran, the Islamic Republic of Iran, from 6 to 8 September 2005. The meeting is designed as a forum for personnel from National Authorities who are involved with issues related to the national implementation of the Chemical Weapons Convention (hereinafter “the Convention”). Individuals nominated to participate in the meeting should actually be responsible for the specific tasks of implementing the Convention at the national level.

2. This meeting has been organised with the aim of creating a platform for the collective promotion in the region of the goals of the Convention—an aim expressed by the first regional meeting of National Authorities from Asia, which was held in Singapore in 2003. The meeting will follow the tradition established by similar cooperative efforts in Latin America and the Caribbean, Africa, and Eastern Europe. It is intended to provide a framework within which representatives of National Authorities can review and discuss issues and experiences related to the practical implementation of the Convention under the following thematic clusters:
 - (a) the status of implementation of the Convention and efforts to achieve its universality in Asia;
 - (b) progress achieved by Member States in Asia in implementing their obligations under Article VII of the Convention;
 - (c) identifying common problems with the implementation of Article VII obligations, and helping to resolve these through cooperation between States Parties and the Technical Secretariat (hereinafter “the Secretariat”);



- (d) providing an opportunity for States Parties that are making progress on the action plan regarding the implementation of Article VII obligations to discuss specific assistance needs further, both with the Secretariat and with other States Parties that have made offers of assistance;
 - (e) the provisions of the Convention regarding the field of trade in scheduled chemicals, and efforts towards creating a harmonised system;
 - (f) the declaration requirements under the Convention, the implementation of provisions relating to the import and export of permitted chemicals, and the training of customs officials in this connection;
 - (g) improving the quality of declarations, including the identification and declaration of relevant chemicals;
 - (h) legislation covering declarations and inspections; and
 - (i) the OPCW's implementation-support programmes.
3. At a practical level, the meeting is also intended to facilitate the exchange of information among representatives of the Asian and other interested National Authorities, and to foster productive working relationships amongst them. These relationships will lead to the creation of a regional network that will support the continued implementation of the Convention, in particular in areas where collective action might be required, such as the development of effective national implementing legislation, implementation of the import and export provisions of the Convention, and improvements in the quality of declarations. All participants will be expected to contribute to panel discussions on each of the following topics:
- (a) progress achieved by Member States in fulfilling their Article VII obligations;
 - (b) the role of National Authorities in implementing the Convention;
 - (c) experiences of National Authorities in implementing the export provisions of the Convention;
 - (d) the training provided to customs personnel by National Authorities; and
 - (e) improving the quality of declarations to be made to the OPCW.
4. The meeting will also seek to identify regional priorities and requirements for cooperative-implementation mechanisms in Asia, as well as common areas where support for national implementation may be required in the context of the plan of action regarding the implementation of Article VII obligations. Finally, the meeting will provide an opportunity for consultations between individual National Authorities and Secretariat officials on implementation issues.

5. The provisional programme for the meeting appears in Annex 1 to this Note.
6. The Secretariat expects to be able to sponsor the attendance at the meeting of a limited number of participants. 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 it does not incur hotel cancellation fees. In any case the Secretariat will not cover the costs of any accommodation it has not arranged.
7. When making travel arrangements for sponsored participants, the Secretariat will seek the most-economical options. It will purchase tickets and send them to 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. In order for the Secretariat to keep costs to a minimum, participants are expected to **arrive no earlier than 5 September 2005**, and to **depart no later than 9 September 2005**. The Secretariat's approval is required for any changes to the arrival and departure dates of sponsored participants. The Secretariat will not cover expenses unrelated to the meeting or that result from changes it has not authorised. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased their tickets.
8. 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.
9. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Islamic Republic of Iran.
10. All activities during the meeting will be conducted in English. All nominees are therefore expected to have a good command of the English language, both written and oral.
11. 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 20 July 2005**. Please be advised that participants must present an OPCW acceptance letter in order to register at the meeting.

12. Additional information about the meeting may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division, which can be contacted as specified in paragraph 11 above. The contact persons are Mr V. B. Dhavle, who can be reached at +31 (0)70 416 3823, and Ms Maria Elena Bruno-Pousadela, who can be reached at +31 (0)70 416 3825.

Annexes:

- Annex 1: Provisional Programme
Annex 2: Nomination Form

Annex 1

**THIRD REGIONAL MEETING OF NATIONAL AUTHORITIES OF
STATES PARTIES IN ASIA
TEHRAN, THE ISLAMIC REPUBLIC OF IRAN
6 – 8 SEPTEMBER 2005**

PROVISIONAL PROGRAMME

<i>Tuesday, 6 September</i>	
08:30 – 09:30	Registration
09:30 – 10:15	Opening ceremony
10:15 – 10:30	<i>Break</i>
10:30 – 11:15	Status of implementation of the CWC ¹
11:15 – 12:00	Status report on progress achieved by Member States in Asia in implementing their Article VII obligations.
12:00 – 12:45	Panel discussion on the Article VII status report
12:45 – 14:45	<i>Lunch</i>
14:45 – 15:30	Panel discussion, continued
15:30 – 16:15	Provisions of the CWC regarding the field of trade in scheduled chemicals; the harmonised system
16:15 – 16:30	<i>Break</i>
16:30 – 17:15	Panel discussion on the role of customs in carrying out the import and export provisions of the CWC; experiences of National Authorities
17:15 – 18:00	Panel discussion, continued
<i>Wednesday, 7 September</i>	
09:00 – 09:45	Handbook of Scheduled Chemicals
09:45 – 10:30	Identifying and declaring chemicals and activities
10:30 – 10:45	<i>Break</i>
10:45 – 11:00	Improving the quality of declarations: practical examples
11:00 – 11:45	Panel discussion on experiences of National Authorities in improving the quality of declarations
11:45 – 12:30	Panel discussion, continued
12:30 – 14:30	<i>Lunch</i>
14:30 – 15:15	Panel discussion on experiences of National Authorities with chemical-industry inspections
15:15 – 16:00	The OPCW's international-cooperation programmes
16:00 – 16:45	The OPCW's implementation-support programmes
16:45 – 17:30	Achieving the universality of the Convention in Asia: the way forward
17:30 – 18:00	Summing up of discussions
<i>Thursday, 8 September</i>	
Morning	Field trip
Afternoon	Bilateral consultations

¹ The Chemical Weapons Convention

Annex 2

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NOMINATION FORM

Please submit the completed form **by 20 July 2005** 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.	Government body making the nomination			
2.	Family name of nominee			
3.	First name(s)			
4.	Date of birth	Day	Month	Year
5.	Citizenship			
6.	Gender*	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
7.	Passport number			
8.	Date of issue	Day	Month	Year
9.	Expiry date	Day	Month	Year
10.	Place of issue			
11.	Function in regard to the implementation of the CWC			
12.	Employer			
13.	Employer's address (Please do not give a post-office box number.)	Street		
		Number	Post code	
		City		
		Country		

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

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.	Has the nominee previously attended a meeting of this kind?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?
18.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>