



International Cooperation and
Assistance Division
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NOTE BY THE SECRETARIAT

**RESULTS OF THE TECHNICAL WORKSHOP ON THE DEVELOPMENT OF
ELECTRONIC TOOLS FOR NATIONAL AUTHORITIES TO SUPPORT CWC
DECLARATIONS IN A COMMON ELECTRONIC FORMAT
THE HAGUE, THE NETHERLANDS, 18 - 19 SEPTEMBER 2000**

1. On 18 and 19 September 2000 the Secretariat conducted a technical workshop on the development of electronic tools for National Authorities. The purpose of the workshop was to review the current situation regarding the submission of declaration data in electronic form, to identify the detailed user requirements for a software package for National Authorities, and to discuss the next steps in this project. Thirty-five experts in data systems and information technology, as well as future users from 19 States Parties, attended the workshop. The list of participants is contained in annex 1 to this Note.
2. The participants were briefed on the current status of development of the verification information system (VIS) and its relational database management system (RDBMS), as well as on the manner in which electronic data is being transferred in the context of other arms control agreements.
3. The exchange of declaration data between States Parties and the Secretariat was discussed. The discussion clarified that such data exchanges relate to both the submission of declaration data to the OPCW and the receipt of declaration data from the Secretariat as stipulated in subparagraph 2(b)(i) of the Confidentiality Annex. At present such exchanges are done in hard copy form (although some Member States also submit their declaration data in electronic format). The submission of this data to the Secretariat, and the receipt of declaration data pertaining to other States Parties from the Secretariat, in electronic format (on either diskette or CD-ROM) would significantly increase work efficiency on the part of both the Secretariat and Member States, would reduce the frequency of errors introduced during data processing and transfer, and would also contribute to the clarity of the data submitted by applying a common nomenclature. Electronic declaration data exchanges require the use of a common standard - the Common Transmission File Structure (CTFS).
4. A considerable part of the workshop was devoted to discussing the CTFS. This file structure represents the interface between the future VIS and the data systems used by National Authorities, and is a precondition for data exchanges between the Secretariat

and States Parties. The current CTFS version 1.10c, which was prepared by the Secretariat on the basis of previous comments by interested States Parties, taking into account the results of work on industrial declaration issues and rounding rules, is available from the Secretariat's Information Systems Branch.¹ States Parties are invited to submit any further comments on this document to the Secretariat as soon as possible, to enable the necessary changes to be incorporated into subsequent versions of this standard.

5. On the basis of this discussion, the workshop then addressed the functional requirements of an electronic tool that could be developed and made available to National Authorities. The discussions clarified that such a tool was not intended to replace or substitute for a national database, which many Member States have already developed. It would, however, facilitate communication with such tools. Essentially, the tool would implement the CTFS, and would allow for the input of data in OPCW declaration forms and for CTFS output, and the reverse. It would have additional functionality such as checks on completeness and consistency and agreed data dictionaries. It would support all six languages of the Convention, and would allow for national adaptations with respect to other languages. The detailed requirements were developed in the form of a specification document which is contained in annex 2 to this Note.
6. The workshop then had a brief discussion of the next steps in this project. The development of the electronic tool for National Authorities will progress alongside the development and implementation of the VIS. For financial reasons the actual development work will not start before January 2001. Preparatory work will, however, commence before the end of 2000, and will also make use of the results already achieved in the development of the VIS prototype. A tentative project plan is contained in annex 3 to this Note.

¹ Subsequent to the workshop, the CTFS has been further refined. Version 1.10d is presently being reviewed in the Secretariat, and will be made available to interested delegations when it has been approved.

Annex 1**LIST OF PARTICIPANTS**

	Country	Name Organisation, Telephone, Fax, email
1.	BELGIUM	H.E. Baron Oliver Gilles de PELICHY Permanent Representative of Belgium to OPCW
2.	BULGARIA	Mr Peter TCHAPANOV Ministry of Foreign Affairs
3.	CANADA	Mr Daryl DODS Head, Industry Operations Canadian National Authority
4.	CANADA	Mr Ian DEWHIRST Ind. Technology
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31.	<i>UNITED STATES OF AMERICA</i>	Mr Larry HALL Director Bureau of Export Administration Office of Chemical & Biological Controls and Compliance Arlington, VG
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33.	<i>UNITED STATES OF AMERICA</i>	Mr Dean OTEY Tec Services Inc. Department of State
34.	<i>UNITED STATES OF AMERICA</i>	Mr Paul WALSH Department of State Arms Control Information Systems
35.	<i>YUGOSLAVIA, Federal Republic of</i>	Mr Ivan RADOVIC

Annex 2

**ELECTRONIC TOOLS FOR NATIONAL AUTHORITIES TO SUPPORT CWC
DECLARATIONS IN A COMMON ELECTRONIC FORMAT**

SPECIFICATION

VERSION 1.0

Revision History

Date	Version	Description	Author
2000-09-19	1.0	First Draft authored during Workshop	Workshop Participants
2000-11-23	1.1	Review by ISB	Head, IS software development

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Supplementary Specification

1. Introduction

1.1 Purpose

The documents identifies requirements and constraints for an electronic tool to be developed by OPCW and to be given to National Authorities to assist them in the preparation of industry declaration data in electronic format in a standardised manner, for submission to OPCW as well as receipt from OPCW.

1.2 Scope

The project is not intended to develop a database tool for National Authorities, or to substitute /replace or duplicate existing such databases. It is not a universal conversion tool for such databases, but merely implements CTFS and allows Forms input and CTFS output, and the reverse, as well as related functionalities (review, consistency and completeness checks etc.)

1.3 Definitions, Acronyms and Abbreviations

to be developed

1.4 References

to be developed

1.5 Overview

The following supplementary specifications contain detail on the required functionality, usability, reliability, performance, supportability, design constraints and other aspects of an electronic tool for National Authorities. These specifications will be used by the Secretariat in the development in-house of said tool.

2. Functionality

- 2.1. Allow to input data via user-friendly screens into CTFS 1.10.d
- 2.2. Provides backward compatibility for future versions of CTFS
- 2.3. Print files provided in CTFS format into the forms of the Declaration Handbook version 7.0
- 2.4. Preview on screen forms before printing, allow page scrolling
- 2.5. Allow discretion over which pages will be sent to print
- 2.6. Support all 6 languages of OPCW as far as possible using existing language version of the DHB (look-ups, forms, explanations contained in DHB and suitable for hlp files)

- 2.7. Text on the user interface as well as in such facilities as help files must be easy to customise.
- 2.8. Allow to easily add, edit and delete data
- 2.9. Allow to easily copy a complete declaration submission, and to save it as a declaration submission for future reference
- 2.10. Perform consistency and completeness checks with a data file in CTFS
- 2.11. Utilise agreed data dictionaries (look-up tables as contained in the codes used in the Declaration Handbook including Chemical Handbook)
- 2.12. Creates CRC when creating a file in CTFS format

3. Usability

- 3.1. Minimum training time required. Context sensitive help
- 3.2. User interface as simple as possible and maximizing functionality
- 3.3. Standardized base level OS for client edition of solution (windows 98 or higher)

4. Reliability

- 4.1. Accurately implements DHB forms and CTFS.

5. Supportability

- 5.1. Product contains links and information about help desk contact

6. Design Constraints

- 6.1. Freely distributed source code developed by OPCW for National Authorities by OPCW
- 6.2. Written in a standard programming language that is supported by OPCW
- 6.3. Unicode based
- 6.4. Apply a digital signature to the executable code

7. Online User Documentation and Help System Requirements

Context sensitive help. Support all 6 languages as far as possible using existing

language version of the DHB (for hlp files)

8. Purchased Components

to be specified at a later stage

9. Interfaces

9.1 User Interfaces

See 2.1, 2.7, 3.2

9.2 Hardware Interfaces

User machines must be able to run under Windows 98 OS and preferably be equipped with a CD rom drive.

9.3 Software Interfaces

No specific additional requirements for user machines, required software if any must be contained in the deliverable.

9.4 Communications Interfaces

None

10. Licensing Requirements

No licensing costs for SPs for using the software.

11. Legal, Copyright and Other Notices

to be developed

12. Applicable Standards

CTFS version 1.10d

ANNEX 3

PROJECT PLAN FOR THE ELECTRONIC TOOL FOR NATIONAL AUTHORITIES

