



OPCW

Secretariat

International Cooperation and Assistance Division

S/278/2001

19 November 2001

ENGLISH only

**AN INVITATION TO PARTICIPATE IN A DEMONSTRATION
OF ELECTRONIC TOOLS FOR NATIONAL AUTHORITIES
TO SUPPORT CWC DECLARATIONS
IN A COMMON ELECTRONIC FORMAT
THE HAGUE, THE NETHERLANDS
3 December 2001**

1. On 18 – 19 September 2000, the Secretariat convened a technical workshop on the development of electronic tools for National Authorities, to facilitate the development of a common electronic form for CWC declarations. That workshop reflected some of the efforts which the Secretariat is making to develop a software package to be made available to interested National Authorities, to assist them in preparing and submitting declaration data required under the terms of Article VI of the Chemical Weapons Convention. This software, to be provided free of charge, will allow such data to be submitted in a standardised print format, as well as in an electronic format. The software will allow users to export and import declaration data in an agreed common file format (the common transmission file structure, CTFS), and to print the data on the forms provided in the Declaration Handbook.
2. As a follow-up to the 2000 workshop, the Secretariat is now inviting interested delegations and representatives of National Authorities to attend a demonstration of this software package on 3 December 2001 at 15:00, in the Ieper Room of the OPCW's headquarters building. Both the Secretariat and the software developers, Technology Concept and Design, Inc., will be conducting the demonstration.
3. The workshop will be conducted in English. No interpretation will be made available, and all workshop materials will be provided in English only.
4. Participants are requested to complete the registration form annexed to this document, and to submit it to the International Cooperation and Assistance Division, or to hand the form in when they arrive at the Ieper room on 3 December 2001. Sponsorship will not be available for this demonstration; all participants will be expected to make their own travel and accommodation arrangements.
5. Participants who require an entry visa for the Netherlands are advised to contact the nearest diplomatic mission of the Netherlands. If additional assistance is required, participants may contact the Secretariat's Protocol Branch directly, telephone: +31-(0)70-416 3300; fax: +31-(0)70 -306 3890.

6. Additional information about the workshop may be obtained from the International Cooperation and Assistance Division, contact person Sergei Kisselev, telephone: +31-(0)70-416 3376 ; fax + 31-(0)70-306 3535.

Annex: Registration form

Annex

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REGISTRATION FORM

Please submit the completed form to: International Cooperation and Assistance Division, OPCW Secretariat, Johan de Wittlaan 32, 2517 JR The Hague. Fax: +31-(0)70-306 3535. The form can also be handed in to the Conference Services Desk in the Ieper Room on 3 December 2001.

Please use BLOCK LETTERS

1. Family name

2. First name

3. Date of birth

4. Nationality

5. Gender (male/female)

6. Ministry/organisation

7. Contact address

8. Telephone no. (home/work)

9. Fax no. (home/work)

10. E-mail address

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