



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/157/2000

20 January 2000

ENGLISH only

**INVITATION TO THE SINGAPORE REGIONAL FORUM 2000  
FOR DISCUSSIONS ON CWC-RELATED ISSUES**

1. To help promote the objectives of the Chemical Weapons Convention, the National Authority of Singapore and the Technical Secretariat invite government representatives as well as representatives of the chemical industry in the Asia and Pacific region to attend the Singapore Regional Forum 2000, to discuss issues related to the implementation of the Convention. The Forum will be held at the Ritz-Carlton Hotel in Singapore, from 3 to 5 May 2000.
2. The Forum is intended to provide a framework within which government officials from Member States who are involved in implementation, and representatives of the chemical industry, can discuss their experiences in implementing the Convention. Participants from signatory States are also welcome.
3. The provisional programme for the Forum is attached as annex 1. All participants are invited to a welcoming reception hosted by the National Authority of Singapore on the evening of 2 May 2000. The Secretariat will issue further details of the programme to all registered participants in a second circular by the end of February 2000.
4. The Secretariat will be able to sponsor the participation of a limited number of government representatives from Member States, covering the costs of international travel and accommodation in Singapore. Sponsored participants will be informed separately about the terms and conditions of OPCW sponsorship.
5. Interested representatives of government institutions and agencies from Member States and signatory States are invited to submit their registrations to the Secretariat using the relevant registration form (annex 2) no later than 18 February 2000, together with an indication of whether sponsorship will be required.
6. National Authorities are encouraged to distribute this invitation and registration form to their national chemical industry trade associations, chambers of commerce, and other suitable institutions, in order to attract wide chemical industry participation. Interested representatives of the chemical industry are requested to register directly with the National Authority of Singapore using the relevant registration form (annex 3).

7. Inquiries concerning the Singapore Regional Forum 2000 should be addressed to Chan Sock Cheng (Singapore National Authority (CWC)), telephone +65-775 4251, or Sukanya Devarajan (International Cooperation and Assistance Division, OPCW), telephone +31-(0)70-416 3775.

Annexes

Annex 1: Singapore Regional Forum 2000, provisional programme

Annex 2: Registration form for representatives of government institutions and agencies

Annex 3: Invitation and registration form for representatives of the chemical industry

**Annex 1****SINGAPORE REGIONAL FORUM 2000  
RITZ-CARLTON HOTEL, MILLENIA, SINGAPORE, 2 - 4 MAY 2000****PROVISIONAL PROGRAMME***Tuesday 2 May 2000*

19:30 - 21:00 Welcoming reception

*Wednesday 3 May 2000*

09:30 - 10:00 Registration

10:00 - 10:30 Opening of the Forum

10:30 - 10:45 Benefits of ratifying the Chemical Weapons Convention

10:45 - 11:15 *Tea/coffee break*

11:15 - 11:30 Overview of the status of implementation of the Convention

11:30 - 12:00 The OPCW legislative package: support available from the OPCW for the preparation of national implementing legislation

12:00 - 13:30 *Lunch*

13:30 - 14:00 Status of implementation: experiences, current issues and new challenges

14:00 - 14:40 Panel discussion on the implementation of the Convention (1)

14:40 - 15:10 *Tea/coffee break*

15:10 - 15:40 Panel discussion on the implementation of the Convention (2)

15:40 - 16:30 Panel session: questions and answers

18:00 - 20:00 *Dinner hosted by the National Authority of Singapore*

*Thursday 4 May 2000*

09:30 - 09:50 Declaration requirements: the impact of the Convention on the chemical industry

09:50 - 10:10 The purpose of declarations and their relationship to verification activities

10:10 - 10:30 Universality of declaration guidelines: an update on understandings reached and outstanding issues

10:30 - 11:00 *Tea/coffee break*

11:00 - 11:20	Confidentiality: how the OPCW handles confidential documents and information
11:20 - 11:40	Implementation of the Convention: an industry perspective
11:40 - 12:00	Questions and answers
12:00 - 13:30	<i>Lunch</i>
13:30 - 14:00	The OPCW Handbook on Chemicals: identification of scheduled chemicals and declarable activities
14:00 - 14:20	Trade monitoring system
14:20 - 14:40	The requirements of the Convention with respect to trade in scheduled chemicals
14:40 - 15:10	<i>Tea/coffee break</i>
15:10 - 16:10	<i>Social event (to be decided)</i>

*Friday 5 May 2000*

09:30 - 09:50	The role of OPCW's Scientific Advisory Board: chemical research in support of the verification regime
09:50 - 10:10	Overview of OPCW inspections
10:10 - 10:30	OPCW inspections: an inspector's perspective
10:30 - 11:00	<i>Tea/coffee break</i>
11:00 - 11:20	Receiving OPCW inspections: do's and don'ts
11:20 - 11:55	Video presentation: "Verification in Action"
11:55 - 13:30	<i>Lunch</i>
13:30 - 14:00	Facility agreements
14:00 - 14:20	Protection of confidential business information in industry inspections
14:20 - 14:40	Introduction to portable gas chromatograph/mass spectrometer (GC/MS), including blinded software
14:40 - 15:10	<i>Tea/coffee break</i>
15:10 - 15:30	Questions and answers: OPCW industry inspections
15:30 - 16:10	Comments from participants
16:10 - 16:30	Closing message

*Friday 5 May 2000*

Half-day island tour

**Annex 2**

**SINGAPORE REGIONAL FORUM 2000, 3 - 5 May 2000**

**REGISTRATION FORM FOR REPRESENTATIVES OF  
GOVERNMENT INSTITUTIONS AND AGENCIES**

Please complete this form and submit it by 18 February 2000 to:  
International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32,  
2517 JR The Hague, the Netherlands. Fax: +31-70-306 3535.

Please use BLOCK LETTERS

1. Family name \_\_\_\_\_
2. First name \_\_\_\_\_
3. Date of birth \_\_\_\_\_
4. Nationality \_\_\_\_\_
5. Gender Male / Female\* \_\_\_\_\_
6. Ministry/government agency \_\_\_\_\_
7. Passport No. \_\_\_\_\_
8. Date of issue \_\_\_\_\_
9. Place of issue \_\_\_\_\_
10. Date of expiry \_\_\_\_\_
11. Contact address \_\_\_\_\_
  
12. Telephone no. (home/work) \_\_\_\_\_
13. Fax no. (home/work) \_\_\_\_\_
14. E-mail address \_\_\_\_\_
15. Academic/professional qualifications \_\_\_\_\_
16. Area(s) of expertise \_\_\_\_\_
17. Dietary requirements, if any (please specify) \_\_\_\_\_
18. Is OPCW sponsorship a precondition for participation? Yes  No

\* Delete as appropriate.

### **Annex 3**

## **SINGAPORE REGIONAL FORUM 2000, 3 - 5 May 2000**

### **INVITATION AND REGISTRATION FORM FOR REPRESENTATIVES OF THE CHEMICAL INDUSTRY**

Representatives of the chemical industry in the Asia and Pacific region are cordially invited to attend the Singapore Regional Forum 2000, to address issues related to the Chemical Weapons Convention. The Forum is intended to provide a framework within which government officials who are involved in the implementation of the Convention, and representatives of the chemical industry, can discuss their experiences in implementing the Convention.

The provisional programme for the Forum is attached as annex 1. The Secretariat will issue further details of the programme to all registered participants by the end of March 2000.

#### ***Date, venue and registration details***

The Forum will be held at the Ritz-Carlton Hotel, Millenia, Singapore, from 3 - 5 May 2000. All participants are invited to a welcoming reception hosted by the National Authority of Singapore on the evening of 2 May 2000.

All registrations from chemical industry representatives must be submitted to the National Authority of Singapore by fax (+65-775 5946) using the attached form.

The registration fee for the Forum is S\$ 350 (Singapore dollars), which should be paid by cheque or banker's draft, made payable to "Singapore Regional Forum 2000". The fee, together with a copy of the completed registration form, should be submitted to the National Authority of Singapore by 18 February 2000. Confirmation of receipt of payment will be sent to each participant together with further details of the programme. For confirmed participants who cancel their registration before 7 April 2000, the registration fee will be refunded in full; for those who cancel after that date, only half of the registration fee can be refunded.

#### ***Hotel accommodation***

The three-day event will be held at the Ritz-Carlton Hotel in Singapore. All participants are highly recommended to take accommodation at this outstanding hotel, at the special room rate of S\$ 200 per night (single/double room). An American buffet breakfast is available to all hotel guests at a special rate of S\$ 20 per person per day.

Participants are requested to make their reservations directly with the hotel, using the attached hotel reservation form. The use of this form will guarantee that the special room rate will be applied. Participants are requested to pay the hotel directly upon departure (note that all room rates are subject to 10% service charge, 1% government tax, and 3% goods and services tax (GST)). If necessary, a reservation should be cancelled by the participant directly, and will be subject to the hotel's cancellation conditions.

**SINGAPORE REGIONAL FORUM 2000, 3 - 5 May 2000**

**REGISTRATION FORM  
FOR REPRESENTATIVES OF THE CHEMICAL INDUSTRY**

Please complete this form and submit it by 18 February 2000 to:  
National Authority of Singapore, Fax: +65-775 5946

Please use BLOCK LETTERS

1. Family name \_\_\_\_\_
2. First name \_\_\_\_\_
3. Date of birth \_\_\_\_\_
4. Nationality \_\_\_\_\_
5. Gender  Male /  Female\* \_\_\_\_\_
6. Company/organisation \_\_\_\_\_
7. Contact address \_\_\_\_\_  
\_\_\_\_\_
8. Telephone no. \_\_\_\_\_
9. Fax no. \_\_\_\_\_
10. E-mail address \_\_\_\_\_
11. Academic/professional qualifications \_\_\_\_\_  
\_\_\_\_\_
12. Area(s) of expertise \_\_\_\_\_  
\_\_\_\_\_
13. Dietary requirements, if any (please specify) \_\_\_\_\_  
\_\_\_\_\_
14. Registration fee: cheque/banker's draft number\*\* \_\_\_\_\_

\* Delete as appropriate.

\*\* Cheques/banker's drafts should be made payable to "Singapore Regional Forum 2000"

**SINGAPORE REGIONAL FORUM 2000, 3 - 5 May 2000**

**HOTEL RESERVATION FORM**

Please complete and sign this form, and fax it by 7 April 2000 to:  
Ritz-Carlton Hotel, Millenia, 7 Raffles Avenue, Singapore 03799  
Reservations line: +65-434 5130. Fax: +65-434 5088

Please use BLOCK LETTERS

Family name: \_\_\_\_\_

First name: \_\_\_\_\_

Passport number: \_\_\_\_\_

Hotel reservation (please tick appropriate box)      Ritz-Carlton at S\$ 200 per night (single/double room) without American buffet breakfast     

Ritz-Carlton at S\$ 220 per night (single/double room) with American buffet breakfast     

*(All of the above room rates are subject to 10% room charge, 1% government tax and 3% goods and services tax (GST))*

Arrival date: \_\_\_\_\_

Arrival time: \_\_\_\_\_

Departure date: \_\_\_\_\_

I would like to make the hotel reservation indicated above. I hereby authorise you to make this reservation under my credit card account, as specified below:

AMEX       Master Card       Visa       Diners' Club

Card number: \_\_\_\_\_      Expiry date: \_\_\_\_\_

Signature: \_\_\_\_\_